

For Internal Use

CODE _____

Rec'd By _____

Date _____



Shipping Form C

Additional Orders

Complete and include this form with your additional orders

School/Organization

School/Organization Name:		School Code:
Shipping Address:		
City:	State:	Zip:
Contact Name:	Phone #:	
Weekdays you will be closed:	# of Artwork Sent:	

Additional Orders Instructions

- If an order was already placed for the artwork, you do not need to resend it. Complete the information below.
- For artwork that was not previously sent, please send with order form attached.

Orders (for artwork on file)

Order Form #:	Artwork description:
Artwork Orientation: <input type="checkbox"/> Portrait (Vertical) <input type="checkbox"/> Landscape (Horizontal)	
Order Info. Products & Quantity:	
Order Form #:	Artwork description:
Artwork Orientation: <input type="checkbox"/> Portrait (Vertical) <input type="checkbox"/> Landscape (Horizontal)	
Order Info. Products & Quantity:	
Order Form #:	Artwork description:
Artwork Orientation: <input type="checkbox"/> Portrait (Vertical) <input type="checkbox"/> Landscape (Horizontal)	
Order Info. Products & Quantity:	

Payment Information

- Your invoice will be emailed to you after your products ship. Payment is due upon receipt of invoice
- If you require a Purchase Order # on your invoice, please provide the #: _____
- Questions on your invoice or about payment? Contact finance@originalworks.com

Your first set of additional orders ships to the school free. Any subsequent shipments will be subject to a \$10 shipping fee.

Shipping Information

- Sending artwork? Mail to: Original Works, 54 Caldwell Road, Stillwater, NY 12170
- No artwork to mail? Email the completed form to: lawfi@originalworks.com