Shipping Form C- Gallery Program  
 Additional Manual Orders

***INTERNAL USE ONLY:*** CODE:   
RECV’D BY:  
 DATE:

Organization Information: Please complete all information

**This form MUST accompany your additional orders.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organization: | | | | School Account Code: |
| Address: | | | | |
| City: |  | State: | | Zip: |
| Contact: | | | Phone: |  |
| Number of artworks included: | | | | |
| Please note any weekdays you will be closed: | | | | |

**If artwork WAS submitted** and uploaded into the school gallery during the initial phase, and you are submitting a new or additional manual order for that artwork, then:

* Please submit a completed manual order with this form (one order form for each artwork.) It is not necessary to submit the artwork, however please verify that the student ID# has been included on each manual order form. This is required in order to retrieve the correct artwork for production of the new order.
* Verify each order for accuracy before submitting. All orders are final.
* All orders must be paid using a credit card (Visa, MasterCard, American Express or Discover) or check

NO CASH will be accepted

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**If artwork WAS NOT submitted** and uploaded into the school gallery during the initial phase, and you are submitting a new or additional manual order for the first time, then:

* Please submit a completed manual order with this form (one order form for each artwork), along with the actual artwork.
* Verify each order for accuracy before submitting. All orders are final.
* All orders must be paid using a credit card (Visa, MasterCard, American Express or Discover) or check

NO CASH will be accepted

Send to: ORIGINAL WORKS  
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