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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