 Shipping Form C- See Before You Buy  
 Additional Orders

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

Organization Information: Please complete all information

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

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

Billing Options: Please select one

**Original Works will provide free shipping & handling for the first shipment of Additional orders.   
All subsequent Additional order shipments will be subject to a $10.00 shipping & handling fee.**

**Send Profit Check.** We are sending 100% of the money collected and will receive our profit check within 10 business days of order processing. **Please make checks payable to: Original Works  
\* Check #: Check Amount: $**

**Invoice.** Please tally all orders then send us a final invoice.. We understand that payment of the invoice is due in full upon receipt.

\* **Please email invoice to: or fax to:**

**Exact payment.** We have tallied all of our orders and are sending in the exact amount. The tally will be confirmed by Original Works.   
**Please make checks payable to: Original Works  
\* Check #: Check Amount: $**

**Purchase Order.** Our organization requires that we issue a Purchase Order to Original Works in order to be invoiced.   
**\*The Purchase Order # is:**  and should be referenced on the invoice.

Orders: Please submit original artwork and order form for any artwork that is not on file. One order form per artwork.   
Use this section if ordering more products from a previously processed artwork. You do NOT need to resubmit the artwork for these orders.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Order Form #: |  | Artwork Description: | | |  |
| Is artwork (choose one)  Vertical (portrait) **or**  Horizontal (landscape) | | | | | |
| Product: | | | Product: | Product: | |
| Order Form #: |  | Artwork Description: | | |  |
| Is artwork (choose one)  Vertical (portrait) **or**  Horizontal (landscape) | | | | | |
| Product: | | | Product: | Product: | |
| Order Form #: |  | Artwork Description: | | |  |
| Is artwork (choose one)  Vertical (portrait) **or**  Horizontal (landscape) | | | | | |
| Product: | | | Product: | Product: | |

**Send to: ORIGINAL WORKS  
Building 1 • 54 Caldwell Road • Stillwater, NY 12170 • 800-421-0020 • fax 518-580-0639**