Original Works

Shipping Form C- See Before You Buy Additional Orders

This form MUST accompany your additional orders.

Organization Information: Please complete all information

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 <u>due in full upon receipt</u>.

  * 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

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