For Internal Use
CODE
Recv'd By
Date

School/Organization



Jon Jon gar inzactor			
School/Organization Name:		School Code:	
Shipping Address:			
City:	State:	Zip:	
Contact Name:		Phone #:	
Weekdays you will be closed:		# of Artwork Sent:	
Instructions			
Complete the information below. Detailed description of art is required for processing			
Fix-It			
Artwork Orientation if applicable: Portrait (Vertical) Landscape (Horizontal)			
Artwork description:			
Quantity & Problem (ie: Missing, chipped ect.):			
Student Name/Teacher/Grade:			
Artwork Orientation if applicable: Portrait (Vertical) Landscape (Horizontal)			
Artwork description:			
Quantity & Problem (ie: Missing, chipped ect.):			
Student Name/Teacher/Grade:			
Artwork Orientation if applicable: Portrait (Vertical) Landscape (Horizontal)			
Artwork description:			
Quantity & Problem (ie: Missing, chipped ect.):			
Student Name/Teacher/Grade:			

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