

Send this form with your ARTWORK

For Internal Use

CODE _____

Rec'd By _____

Date _____



Shipping Form G

Online Ordering Program

School/Organization

School/Organization Name:

School Code:

Shipping Address:

City:

State:

Zip:

Contact Name:

Phone #:

Weekdays you will be closed:

Artwork Details

of Artwork Sent:

Number of classes:

Important Information

- Please ensure that the Student Labels provided by Original Works are affixed to the BACK of each artwork and that a "T" is placed in pencil at the TOP of each artwork to indicate proper orientation
- Original Works cannot accept late artwork for this phase of the program
 - Late artwork can be submitted with the order phase of the program, refer to your coordinator materials for instructions

Shipping Information

- ☐ Please do not send artwork in individual bags
- ☐ Organize by teacher/grade
- ☐ Use the provided prepaid UPS return service label
- ☐ Drop off at any UPS shipping center location or handoff to your driver
- ☐ Send to:
 - Original Works
 - 54 Caldwell Road
 - Stillwater, NY 12170
 - 518.584.9278