

INTERNAL USE ONLY:

CODE: \_\_\_\_\_

RECV'D BY: \_\_\_\_\_

DATE: \_\_\_\_\_

# Shipping Form G- Gallery Manual Orders

*This form MUST accompany your orders.*

Organization Information: *Please complete all information*

Organization:

School Code:

Address:

City

State:

Zip:

Contact:

Phone:

Weekdays you will be closed:

# Artworks sent:

## Instructions:

- If artwork HAS been uploaded to the school gallery in the initial phase, it is not necessary to resubmit the artwork. However, please verify that the ID# from the Student Label has been included on the manual order form.
- If a student is submitting a second artwork as part of a manual order (i.e., they previously submitted another artwork that is already in the gallery), do not include the Student Access Code that was assigned to the first artwork. We will assign a new Student Access Code to the artwork when it is received.
- If artwork HAS NOT been uploaded to the school gallery in the initial phase, then it must be submitted with the order.
- Please verify each order for accuracy before submitting. All orders are final.
- All manual orders must be paid for using credit card (Visa, MasterCard, American Express or Discover) or check. NO CASH will be accepted.

Send to: ORIGINAL WORKS

Building 1 • 54 Caldwell Road • Stillwater, NY 12170 • 800-421-0020 • fax 518-580-0639