

**For Internal Use**

CODE \_\_\_\_\_

Rec'd By \_\_\_\_\_

Date \_\_\_\_\_



**Shipping Form G**

Online Ordering Program | Artwork

**Complete and include this form with your artwork**

**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:
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**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 guide 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
- Send to:
  - Original Works
  - 54 Caldwell Road
  - Stillwater, NY 12170
  - 518.584.9278