

For Internal Use

CODE _____

Rec'd By _____

Date _____

**Shipping Form G**
Online Direct 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:

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 the scan 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