

Send with your paper order forms

For Internal Use

CODE _____

Recv'd By _____

Date _____



Shipping Form M

Online Ordering Program

School/Organization

School/Organization Name:		OW School Code:
Shipping Address:		
City:	State:	Zip:
Contact Name:		Phone #:
Weekdays you will be closed:		

Artwork/Orders

of Artwork/Orders Sent:

Instructions

- ☐ To be included in your main order phase, please ship orders so that they arrive 2 days prior to your order deadline. If they arrive after the deadline they will ship at a later date, with your Additional Orders
- ☐ If artwork has already been uploaded you do not need to send it. Please verify the correct Student Code is provided on the Order Form
- ☐ **If artwork has not been uploaded, it must be sent in.** We are not able to upload these additional artworks.
- ☐ Attach only 1 order form per artwork, taped to the back of the art
- ☐ If the artwork being submitted is a second artwork for a student, do not include the Student Code from prior artwork. We will assign a new code when it arrives
- ☐ Payment information must be included on the order form. We can only accept credit card payments, we are unable to bill the school/organization
- ☐ Send to:
Original Works
54 Caldwell Road
Stillwater, NY 12170
518.584.9278