

**For Internal Use**

CODE \_\_\_\_\_

Recv'd By \_\_\_\_\_

Date \_\_\_\_\_



**Shipping Form M**  
Online Ordering Program | Manual Orders

**Complete and include this form with your artwork & orders.**

**School/Organization**

School/Organization Name:		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 to the Online Gallery, 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 to the Online Gallery, it must be sent in. We are not able to add the artwork to the Online Gallery
- 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