

INTERNAL USE ONLY: CODE:
RECV’D BY:
 DATE:

**Shipping Form X**

Original Specialties

Order Phase

 **Organization Information:** Please complete all information

|  |  |
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| Organization: | **Account Code:** |
| Address: |
| City: | State: | Zip: |
| Coordinator: | Phone: |
| Please note any weekdays you will be closed: |

Billing Options:

Our organization requires that we issue a **Purchase Order** to Original Works in order to be invoiced. **\*The Purchase Order # is:**  *Please select one:*

***[ ]* Send Profit Check.** We are sending 100% of the money collected and will receive our profit check within 10 business days
 of order processing. **Please make checks payable to: Original Works \* Check #: Check Amount: $**

***[ ]* Exact payment.** We have tallied all of our orders and are sending in the exact amount. The tally will be confirmed by Original Works. **Please make checks payable to: Original Works \* Check #: Check Amount: $**

***[ ]* Invoice.** Please tally all orders then send us a final invoice. We understand that payment of the invoice is due in full upon
 receipt. \* **Please email invoice to:**

**Order Information-** Please complete information below based on your total orders collected. **Send a separate form for each image.
Image description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Product | Qty. Ordering | Individual Price \*see chart on next page | Total Due |
| 15 oz. Grande Mug |  |  |  |
| 11 oz. Ceramic Mug |  |  |  |
| Magnet – 4” x 5” laminated |  |  |  |
| Tote Bag |  |  |  |
| Tile/Trivet |  |  |  |
| Keychain- Acrylic |  |  |  |
| Water Bottle |  |  |  |
| Notecard |  |  |  |
| Keychain- Aluminum |  |  |  |
| Mousepad |  |  |  |
| Journal |  |  |  |
| Pin |  |  |  |
| Calendar Magnet |  |  |  |
| Magnet – 2” x 3” metal |  |  |  |
|  | $ |

Send to: ORIGINAL WORKS
Building 1 • 54 Caldwell Road • Stillwater, NY 12170 • cs@originalworks.com • fax: 518.580.0639

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| **15 oz. Grande Ceramic Mug** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $12.00** | Cost to School per unit  | $ 8.00 | $ 7.65 | $ 7.20 | $ 6.60 | $ 6.00 |
|  | School profit per unit  | $ 4.00 | $ 4.35 | $ 4.80 | $ 5.40 | $ 6.00 |

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| **11 oz. Ceramic Mug** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $10.50** | Cost to School per unit  | $ 7.00 | $ 6.75 | $ 6.30 | $ 5.75 | $ 5.25 |
|  | School profit per unit  | $ 3.50 | $ 3.75 | $ 4.20 | $ 4.75 | $ 5.25 |

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| **Magnet – 4” x 5” laminated** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $ 5.00** | Cost to School per unit  | $ 3.25 | $ 3.20 | $ 3.00 | $ 2.75 | $ 2.50 |
|  | School profit per unit  | $ 1.65 | $ 1.80 | $ 2.00 | $ 2.25 | $ 2.50 |

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| **Tote Bag** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $12.00** | Cost to School per unit  | $ 8.00 | $ 7.70 | $ 7.20 | $ 6.60 | $ 6.00 |
|  | School profit per unit  | $ 4.00 | $ 4.30 | $ 4.80 | $ 5.40 | $ 6.00 |

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| **Tile/Trivet** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $14.00** | Cost to School per unit  | $ 9.40 | $ 9.00 | $ 8.40 | $ 7.70 | $ 7.00 |
|  | School profit per unit  | $ 4.60 | $ 5.00 | $ 5.60 | $ 6.30 | $ 7.00 |

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| **Keychain- Acrylic** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $ 4.50** | Cost to School per unit  | $ 3.00 | $ 2.90 | $ 2.70 | $ 2.50 | $ 2.25 |
|  | School profit per unit  | $ 1.50 | $ 1.60 | $ 1.80 | $ 2.00 | $ 2.25 |

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| **Notecards- Individual** |  | **48-95** | **96-143** | **144-191** | **192-239** | **240+** |
| **Suggested Retail Cost $ 1.00** | Cost to School per unit  | $ .70 | $ .65 | $ .60 | $ .55 | $ .50 |
|  | School profit per unit  | $ .30 | $ .35 | $ .40 | $ .45 | $ .50 |

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| **Water Bottle** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $20.00** | Cost to School per unit  | $ 13.40 | $ 12.80 | $ 12.00 | $ 11.00 | $ 10.00 |
|  | School profit per unit  | $ 6.60 | $ 7.20 | $ 8.00 | $ 9.00 | $10.00 |

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| **Keychain - Aluminum** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $ 6.50** | Cost to School per unit  | $ 4.45 | $ 4.15 | $ 3.90 | $ 3.60 | $ 3.25 |
|  | School profit per unit  | $ 2.05 | $ 2.35 | $ 2.60 | $ 2.90 | $ 3.25 |

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| **Mousepad** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $8.00** | Cost to School per unit  | $ 5.35 | $ 5.10 | $ 4.80 | $ 4.40 | $ 4.00 |
|  | School profit per unit  | $ 2.65 | $ 2.90 | $ 3.20 | $ 3.60 | $ 4.00 |

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| **Journal** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $ 9.00** | Cost to School per unit  | $ 6.00 | $ 5.75 | $ 5.40 | $ 4.95 | $ 4.50 |
|  | School profit per unit  | $ 3.00 | $ 3.25 | $ 3.60 | $ 4.05 | $ 4.50 |

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| **Pin** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $ 5.00** | Cost to School per unit  | $ 3.35 | $ 3.20 | $ 3.00 | $ 2.75 | $ 2.50 |
|  | School profit per unit  | $ 1.65 | $ 1.80 | $ 2.00 | $ 2.25 | $ 2.50 |

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| **Calendar Magnet** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $ 9.00** | Cost to School per unit  | $ 6.00 | $ 5.75 | $ 5.40 | $ 4.95 | $ 4.50 |
|  | School profit per unit  | $ 3.00 | $ 3.25 | $ 3.60 | $ 4.05 | $ 4.50 |

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| **Magnet – 2” x 3” metal** |  | **10-24** | **25-74** | **75-149** | **150-299** | **300+** |
| **Suggested Retail Cost $ 5.00** | Cost to School per unit  | $ 3.35 | $ 3.20 | $ 3.00 | $ 2.75 | $ 2.50 |
|  | School profit per unit  | $ 1.65 | $ 1.80 | $ 2.00 | $ 2.25 | $ 2.50 |