

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

**Shipping Form X**

Original Specialties

Order Phase

**Organization Information:** Please complete all information

|  |  |  |  |
| --- | --- | --- | --- |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| 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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |