

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 <small>*see chart on next page</small>	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
Suggested Retail Cost \$12.00

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$10.50

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$ 5.00

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$12.00

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$14.00

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$ 4.50

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$ 1.00

	48-95	96-143	144-191	192-239	240+
Cost to School per unit	\$.70	\$.65	\$.60	\$.55	\$.50
School profit per unit	\$.30	\$.35	\$.40	\$.45	\$.50

Water Bottle
Suggested Retail Cost \$20.00

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$ 6.50

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$8.00

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$ 9.00

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$ 5.00

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$ 9.00

	10-24	25-74	75-149	150-299	300+
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
Suggested Retail Cost \$ 5.00

	10-24	25-74	75-149	150-299	300+
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