

# ORDER PHASE

5 STEPS TO SUCCESS

## 1-ASSEMBLE THE PACKETS

Packets should include:

- Original Artwork
- 'Reserve Your Spot' letter with permission form
- Flyer
- Order Form

**DATE TO SEND PACKETS HOME:**

## 2- COLLECT ORDERS

1. Families return order forms, payment & artwork

**ORDER DEADLINE:**

**REMEMBER  
TO  
PROMOTE!**

## 3- PREPARE & SHIP ORDERS

1. Separate artwork based on the number of tiles being made.
2. Order forms are not required, but you can send them taped to the back of the art.
3. **Shipping Form W** - complete and send with artwork
4. Ship. We recommend using a trackable service.

**SEND ORDERS TO OW:**

## 4- TILE SHIPMENT

1. Tiles are sent back and divided by the number of tiles ordered. NOT by grade/teacher.
2. Corresponding artwork is packaged on top of the tiles.

## 5- PAYMENT

1. Families make payment directly to school.
2. OW will invoice the school after your orders have shipped.

**FOR DETAILED INSTRUCTIONS VISIT:**

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