

**INTERNAL USE ONLY:**

CODE: \_\_\_\_\_

RECV'D BY: \_\_\_\_\_

DATE: \_\_\_\_\_

# Shipping Form C

Online Gallery Program | Additional Orders

## School/Organization Information:

<b>School/Organization:</b>		<b>School Account Code:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Contact:</b>		<b>Phone #:</b>
<b>Weekdays you will be closed:</b>		<b># Artworks sent:</b>

## Instructions:

If artwork **WAS** submitted and uploaded into the school gallery during the initial phase, and you are submitting a new or additional manual order for that artwork, then:

- Please submit a completed manual order with this form (one order form for each artwork.) It is not necessary to submit the artwork, however please verify that the student ID# has been included on each manual order form. This is required in order to retrieve the correct artwork for production of the new order.
- Verify each order for accuracy before submitting. All orders are final.
- All orders must be paid using a credit card (Visa, MasterCard, American Express or Discover) check/cash will not be accepted.

If artwork **WAS NOT** submitted and uploaded into the school gallery during the initial phase, and you are submitting a new or additional manual order for the first time, then:

- Please include a completed manual order form (one order form for each artwork), along with the actual artwork.
- Verify each order for accuracy before submitting. All orders are final.
- All orders must be paid using a credit card (Visa, MasterCard, American Express or Discover) cash/check will not be accepted.

**Send to: ORIGINAL WORKS**

**54 Caldwell Road • Stillwater, NY 12170 • 800-421-0020**

**lawfi@originalworks.com**