**Shipping Form C**

**INTERNAL USE ONLY:**CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
RECV’D BY: \_\_\_\_\_\_\_\_\_\_\_
DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Online Gallery Program | Additional Orders

# School/Organization Information:

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

# 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) check/cash will not be accepted.

**Send to: ORIGINAL WORKS**

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

**lawfi@originalworks.com**