

INTERNAL USE ONLY:

CODE: _____

RECV'D BY: _____

DATE: _____

Shipping Form C

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

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