**Shipping Form H**

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

Online Express Program | Artwork/Orders

# School/Organization Information:

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

#  Artwork Details:

|  |
| --- |
| Number of artworks sent: |

**Artwork and receipt must be submitted for orders to be processed.**

* Please ensure that each artwork submitted has a receipt attached to the back.
	+ If a receipt is not available, student name, grade and teacher along with their Order Number must be written on the back.
* Orders should be placed and paid for online before submitting the artwork to Original Works for processing.
* For finished products/orders, free shipping is offered on wholesale orders of $300.00 or more.
	+ For orders of less than $300.00, a $25.00 shipping fee will be charged.

**Send to: ORIGINAL WORKS
54 Caldwell Road • Stillwater, NY 12170 • 800-421-0020**