

INTERNAL USE ONLY:

**Shipping Form F
Fix-it Form**

CODE: _____

RCVD BY: _____

DATE: _____

School Account Code: _____

Organization Name: _____

Organization Address: _____

Coordinator: _____ Phone: _____

Please note any weekdays that school will be closed: _____

******Please refer to page 9 for detailed instructions about processing Fix-its******

All information below including description of art is required in order to process.

*Order Form #	Description of Art:
Is artwork vertical (portrait) or horizontal (landscape)?	
Product:	Problem:
*Order Form #	Description of Art:
Is artwork vertical (portrait) or horizontal (landscape)?	
Product:	Problem:
*Order Form #	Description of Art:
Is artwork vertical (portrait) or horizontal (landscape)?	
Product:	Problem:
*Order Form #	Description of Art:
Is artwork vertical (portrait) or horizontal (landscape)?	
Product:	Problem:
*Order Form #	Description of Art:
Is artwork vertical (portrait) or horizontal (landscape)?	
Product:	Problem: