

# ***Welcome to your SBYB Coordinator's Guide!***

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## ***New & Exciting from Original Works:***

### **New Products**

We are excited to announce that we will be introducing three new products for the Fall 2010 season. These new additions include:

- **Stainless Steel Water Bottle**
- **Wooden Plate Mat**
- **Desk Clock**

### **Enhanced Products**

In addition, we have made enhancements to our existing product line. These include:

- **Journal** - Our Journal now will feature lined pages, the cover features a high gloss stock that enhances the look of the artwork. Perhaps best of all, the price has been reduced by 15% to \$8.50 Wholesale and \$12.75 Suggested Retail.
- **Recipe Cards** -The set of (8) Recipe Cards has been expanded to (10) cards- an increase of 25%. The pricing has remained unchanged!
- **Bandana** - The bandana has had a facelift. It will now sport black paw prints that function as a frame surrounding each artwork. The new look is terrific and the price remains unchanged.
- **Office Package** - The office package will now contain: Mouse Pad, Ceramic Mug and our new Desk Clock. We believe the Desk Clock will add even more versatility and practicality to this great gift idea.
- **Coasters** - Our Coasters have a new look. We have created a single 3" x 2.25" image in the center of the Coaster and framed it with segments of the same image. This creates a truly unique look that makes them more attractive than ever before.

# SEE BEFORE YOU BUY (SBYB) PROGRAM INDEX

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# SBYB Guide Check List

The following checklist is designed to assist you in managing each phase of the SBYB program. Should you have questions or require assistance with any aspect of your program, please contact your sales representative or our customer service department at 800-421-0020.

## Artwork Phase

- \_\_\_\_\_ Did you give the **art instructions** to the **Art Teacher**?
- \_\_\_\_\_ Did you **promote** the program? (Posters, school website, distribute the **Look What's Coming Letter**, etc.)
- \_\_\_\_\_ Is all **artwork** done on **8" x10 ½"** paper? If art work is not the correct size it will be **returned** unprocessed.
- \_\_\_\_\_ Were the **art instructions** followed?
- \_\_\_\_\_ Are all artworks **labeled** on the **back** in pencil with the **student's name, school, grade & teacher**?
- \_\_\_\_\_ Are all the artworks **marked** with a **"T"** on the **back** of the **artwork** to indicate the top?
- \_\_\_\_\_ Did you check to make sure that any name written on the **front** of the artwork is at least ½ in from the edge of the paper? If the name is not at least ½ from the edge of the paper it will be cut off on full bleed items.

## Magnet Phase

- \_\_\_\_\_ Did you fill out **"Shipping Form A"** ?
- \_\_\_\_\_ Did you place the finished **artwork** in folders **by grade and teacher**?
- \_\_\_\_\_ Did you place classroom **folders** in a **plastic bag** to protect the art during shipping?
- \_\_\_\_\_ Are you using a **traceable carrier** to send artwork to Original Works (**UPS, Fed Ex**, etc.)?

## Order Phase

- \_\_\_\_\_ Did you tape the **white copy** of the **order form** to the back of each **artwork** and **keep** the yellow copy of the order form for your records?
- \_\_\_\_\_ Did you include the artwork. Artwork **must** be sent along with the order form.
- \_\_\_\_\_ Did you complete **"Shipping Form B"**?
- \_\_\_\_\_ Did you include payment?
- \_\_\_\_\_ Are you using a **traceable carrier** to send artwork/orders to Original Works? (**UPS, Fed Ex**, etc.)

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# SBYB PROGRAM OVERVIEW

A preview magnet is produced from each piece of artwork so that families can see first hand the quality of the reproduction before making their product selection(s).

- Artwork is created in class and sent to Original Works.
- Each participant receives a magnet packet. The magnet packet includes a 4" x 5" preview magnet made from their original artwork. Each magnet arrives pre-packaged in a biodegradable polybag containing a color flyer, an order form, and a customized letter. The customized letter explains the program and lists the prices being charged.
- The student artwork is packed separately and returned to the school. It is not packaged with the magnet packs and **should not** be sent home until the completion of the program.
- The magnet packet is sent home with each child. Parents can choose to purchase the preview magnet or return it without obligation. They may also order other products. The order form is completed by the parent and returned to school with payment. All payments should be made directly to the school.
- The coordinator matches each order form with each artwork and sends them to us for processing.
- Approximately 3 weeks later products arrive at the school. Free shipping and handling is offered on completed wholesale orders whose combined value is \$300.00 or more. For orders whose combined wholesale value is less than \$300.00, a \$25.00 shipping & handling fee will apply and pre-payment is required. The school is responsible for the shipping & handling associated with sending the orders and artwork to Original Works.

## PROMOTION, PROMOTION, PROMOTION

Promotion of your program can add to your profits. Inform your families how proceeds from this fundraiser are going to be spent.

- **Posters-** Provided in your display kit are 11x17 color posters. Display these posters in a prominent area where both parents and students can view them.
- **Advertise-** Post program information on your school's website. You can also use our website icon to link your school website directly to our website. This will enable parents & children visiting your site to link directly to our website to learn more.
- **Announce the Program-** Generate advanced interest by copying and distributing the **Look What's Coming Letter** located on page 14. Send this out 7-10 days prior to sending artwork to Original Works.
- **Morning Announcements-** Take the opportunity to mention the fundraiser during your morning announcements and school news program.
- **Newsletters-** Promote the program in your school newsletter.
- **Samples-** Showcase sample products during open house, registration, family night and parent-teacher conferences. Introductory, Mini and Maxi Sample Kits are available for purchase. Please contact your sales representative for more information.

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-PLEASE READ-

## IMPORTANT INFORMATION

- You have been assigned a set schedule for your program. It is important for you to adhere to the dates that have been assigned to you on your confirmation. This will ensure successful and timely completion of your program.
- If you must revise your program dates, **please notify your sales representative immediately**. The revision of dates after the initial program schedule has been confirmed may result in a later arrival date for your completed orders.
- Due to an extremely tight production schedule, program orders that arrive **more than 2 business days later than their scheduled date** will lose their processing date and be rescheduled to ship on a later date. If the school is closed by these dates, you may elect to:
  - Pay for expedited shipping.
  - Arrange to have orders shipped to an alternate address.
- Free shipping and handling is offered on all orders whose combined wholesale value is \$300.00 or more. For orders whose combined wholesale value is less than \$300.00, a \$25.00 shipping fee will apply and pre-payment of the order is required. The school is responsible for the shipping and handling associated with sending the orders and artwork to Original Works.
- Please take a moment to become familiar with the following changes in our SBYB Program process for the coming season:
  - 1.) **NEW PARENT PACKAGING** – We are pleased and excited to announce that our 2010-2011 parent packaging will feature a move back to the 9" x 12" polypropylene bags - but with one very important change. The new bags we will be ***fully biodegradable!*** This allows us to offer a proven packaging method for all of our schools, while still enabling us to achieve our corporate objective of being more environmentally sensitive.
  - 2.) **ALTERNATIVE VERSION OF THE GUIDE** – This Coordinator Guide has been created in Microsoft Word. A **PDF Version** of the guide is also available for download. Please be advised, that the forms and other information in the PDF version can't be changed. To access and download the PDF version, please [CLICK HERE](#). Then, go to Forms – See Before You Buy Program (SBYB) Forms – SBYB Coordinator Guide (PDF).
  - 3.) **DOWNLOADABLE FORMS** - For access to downloadable forms, lesson plans and complete step-by-step program instructions, go to the Customer Care section of our website. To access the site click on the following link <http://www.originalworks.com/index.php/customer-care/> and enter the password code **CCC1011**.
  - 4.) **EMAILS** - Do not delete any emails you receive with a reference to Original Works in the subject line. We recommend you save all communications from Original Works for future reference.
  - 5.) **SWIFTPAGE** - To communicate effectively with our customers, we frequently use a broadcast e-mail system called Swiftpage. Some reference to Original Works will always be placed in the subject line in order to distinguish the e-mail. Therefore, if you receive an e-mail delivered via this system, please **do not delete it** before reading it, as it could contain **important information** regarding your program.

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## START WITH GREAT ART

Involve the art teacher from the beginning - An informed art teacher is an important component to a successful program. **Be sure that the art teacher receives their copy of the art instructions provided in this guide, along with any lesson plans that may have been included with your program materials.** Make sure you advise the art teacher of key dates to help you stay on your schedule.

Follow the **ART INSTRUCTIONS** provided. Please direct any questions regarding the artwork to your sales representative.

Artwork will be returned unprocessed if the art instructions are not followed. The artwork paper submitted for the program should be rectangular and **MUST** be 8" x 10 ½" in size. For your convenience, we will provide, free of charge, one piece art paper per child. Unprocessed artwork will have an explanation sheet attached and will be placed in a large white envelope. The envelope will be shipped to the school along with the magnet packs.

- Experience has shown that a structured art program that appeals to both the students and their families will enhance program participation and profit. Great lesson plans are a valuable resource that we provide free of charge. You may also access and download over 35 Lesson Plans from the **Customer Care Center** by clicking the link below. If prompted, please enter the password – **CCC1011**. Next, select Downloadable Forms and scroll down to the Lesson Plan section.  
<http://www.originalworks.com/index.php/customer-care/>

## ART INSTRUCTION OVERVIEW

Please follow the **Detailed Art Instructions** below. These are **simple but critical rules** so that your artwork is not returned unprocessed.

Artwork that does not comply with these rules can **NOT** be processed. The unprocessed art will be placed in a large white envelope. The envelope will be shipped to the school along with the magnet packs/ orders.

Please refer to the detailed art instructions below for further clarification on art instructions.

Student artwork that does not have an order associated with it may be returned directly to the student or parent.

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# DETAILED ART INSTRUCTIONS

**Do Not:** Use glitter or metallic paint, paper, stickers or pens, 3-D objects (wiggly eyes, pipe cleaners, cotton balls, etc.), fluorescent colors, abrasive materials (such as sandpaper, sand, hardened glue, etc.) or hole punches.

**Do Not:** Submit trademarked subjects or logos such as Barbie, Snoopy, Sponge Bob, etc. Encourage artists to create their own characters and designs.

**Do Not:** Submit studio photos (Olan Mills, Sears, etc.) as they are copyrighted and **MAY NOT** be reproduced. Personal photographs may be used provided they conform to the 8" x 10 ½" paper size. Be aware that the quality of the photograph used will affect the finished products.

**Do Not:** Use copy paper. This paper is too thin and may bleed through. We strongly recommend that you use the 8" x 10 ½" paper that is provided free of charge.

**Please:** Use bright, bold colors. You may utilize paints, markers, crayons, oil pastels (please apply a **fixative** if using oil pastels so that the artwork does not smear) and paper collages (make sure all pieces are glued firmly in place).

**Please:** Encourage artists to fill the space of the paper with detail and color. Blank space within the artwork will be very evident on certain products such as T-shirts and Tiles.

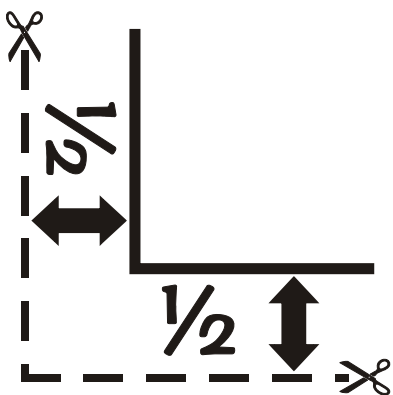
**Please:** Select themes and subjects the artists will enjoy creating and their families will enjoy for many years to come. You may want to avoid seasonal themes that will already be dated when you receive the finished products.

**Please:** Write the artist's name, class/grade and school on the back of the artwork in pencil at least ½" away from the edge of the paper. Alternatively, you may write this information on a label and then adhere the label to the back of the artwork. Also, please indicate the **top** of each artwork by marking a "**T**" **on the back**. This will ensure that the artwork is properly oriented when reproduced.

**Please:** Apply a **fixative** such as **Krylon #1306 Workable Matte Fixative** or sealant to any artwork done with oil pastels or chalks. This will keep the artwork from smudging.

**Please:** Encourage artists to sign the front of their masterpiece in a bold and contrasting color.

**Names must be signed at least ½" away from the edge of the paper. Signing any closer will cause the name to be cut or bled off the edge of the finished product.**



Should you have any questions before beginning your artwork project, please contact our customer service department at:  
**1-800-421-0020**

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## ARE YOU READY TO SEND THE ARTWORK FOR THE MAGNET PHASE?

1. Please make sure the student's name, school, grade and teacher are on the back of each artwork in pencil. Do not use pen or marker because they may bleed thru to the front of the artwork any may show thru on the final product. Also, make sure that "T" is written on the **back** to **indicate** the **top** of the artwork.
2. Organize the artwork in folders by teacher and grade. You will want to keep track of the number of artworks in each folder. The magnet packets and the artwork will be returned to you organized as they were received by Original Works. Organizing the artwork by teacher and grade will allow for ease of handling and distribution by OWY and the school.
3. Place all of the artwork folders into a single plastic bag to protect them during shipping.
4. Your magnet phase shipment should include:
  - Completed Shipping Form A
  - The original artwork
5. Send your artwork via a traceable carrier such as UPS or Federal Express.
6. We **cannot** accept any missed submissions for the magnet phase of the program. If a student has missed the preview magnet phase, they are still eligible to submit an order for any product or products during the order phase of the program. Additional order forms , dear family letters, and brochures are included in the box with magnet packets and artwork.

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## MAGNETS ARRIVE

- When the magnet packets arrive, each packet will contain the following:
  1. Color Product Flyer
  2. Order Form
  3. Customized “Dear Family Letter”  
(this letter includes pricing, contact information, checks payable information, etc.)
  4. Magnet
- If the artwork has been organized into folders by teacher and grade, the magnet packets will be sorted in the same manner when they arrive at the school. The student’s first name, first initial of their last name, grade and teacher will be written on the packet. This will allow for easy distribution.
- Artwork that does not follow our guidelines due to size or medium used will be returned unprocessed in a large white envelope. The envelope will be shipped back to the school in the box with the magnet packs & artwork.
- The artwork will be packaged in folders separate from the magnet packets.
- **DO NOT send the artwork home with the magnet packets.**
- Make copies of the “Teacher Read Aloud” message (see page 17). Distribute this letter to each classroom teacher with the magnet packets.
- Send magnet packets home. Remind students of the **order due date**.
- If a student has missed the preview magnet phase, or had their artwork returned unprocessed for any reason, they may still place an order during the **order phase** of the program. To do so, you can create a student package consisting of the original artwork, a copy of the order form (a blank order form is included in the Masters section of this guide) a copy of the Dear Family Letter and a color brochure. (Extra letters and brochures are included with the magnet package shipment). Be sure that each artwork has its own order form.

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## TIME TO ORDER

- Check all orders when they are returned to school.  
Each order should include:
  1. **ONE completed order form for each artwork,**
  2. **Payment. Checks MUST be made payable to the school or sponsoring organization.**
  
- Match up each **artwork** to the **correct order form** and make sure the **BACK of artwork** is marked with a **“T”** to indicate top.
  
- **Separate** the two part order form and retain the **YELLOW COPY** for your records.  
Tape the **WHITE COPY** of the order form to the **back of the artwork**. **DO NOT** use staples or any other adhesive that may damage the artwork. The **WHITE COPY** of the order form will be **returned**, still attached to the artwork, to the parent with their completed order. You may want to keep a count of how many artworks/orders you are sending to Original Works for your own records.
  
- Please make sure that **multiple orders for 1 artwork** are consolidated onto 1 order form before it is submitted to Original Works.
  
- **We will total your final orders.** You **may** also total your own orders before submitting them by using the **SBYB Program Sign up Spreadsheet** available in the forms section of the **Customer Care Center**.
  
- Place the artwork and attached order form, organized by teacher and grade, into a large plastic bag. This will protect your masterpieces from possible water damage during shipment.
  
- Original Works will send your orders back to you organized in the same way that you sent them to us. Therefore, it is recommended you send them to us organized by teacher and grade.
  
- Need **extra** order forms? A **master** copy of a blank order form is included in the Masters section of this guide. Simply print and make as many copies as you require.
  
- Your order shipment to Original Works should include:
  1. **Shipping Form B - make sure to record the current count of preview magnets purchased, returned and outstanding. This information is necessary for the school to be properly invoiced.**
  2. **Payment**
  3. **Original Artwork with the white copy of the order form attached to the back of the artwork.**
  
- We strongly suggest you send your orders through a traceable carrier, such as **UPS Ground** or **Federal Express**.
  
- Artwork that **does not** have an order associated with it may be returned directly to the student/parent. This artwork should not be submitted to Original Works.

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# ORDERS ARRIVE

- Products will **arrive** at the school via **UPS GROUND** service unless an alternate shipping method has been specified and is available.
- All order packages are grouped the way they were received by Original Works. Once again, we recommend that you package your orders by class and grade so that they will be returned to you in the same manner.
- Student packages will contain all products ordered with the exception of mugs and water bottles. These will be packaged separately (see note on mugs & water bottles below). The packages will also contain:
  1. Student artwork
  2. Copy of the order form
  3. Product care instructions
- **The Large White Envelope:** You may receive a large white envelope with your completed orders. This envelope contains artwork that is associated with one of the following:
  - a. **Unprocessed Art/Orders:** The artwork does not comply with our art instructions and therefore the artwork and associated orders are being returned unprocessed. The school has not been charged for production of these orders.
  - b. **Mug Only Order:** Because they are fragile, mugs will be packaged separately and marked with the child's name, teacher and grade (provided this information was included on the order form). If a child orders only a mug, the child's artwork will be placed in the envelope and not packaged with the product(s). This is to protect the artwork from damage. The artwork may then be returned to the child when they receive their order.
  - c. **Water Bottle Only Order:** Because they are a bulky item, water bottles will be packed separately in white boxes. The boxes will be marked with the child's name, grade and teacher (provided the information was included on the order form). If a child orders only a water bottle the child's artwork will be placed in the envelope and not packaged with the product(s). This is to protect the artwork from damage. The artwork may then be returned to the child when they receive their order.
- **Customer Survey:** Your satisfaction with our program, products and service is of paramount importance. In order to better serve you, we will be sending you an electronic survey via e-mail at the conclusion of the program. The survey will come to you via our Swiftpage e-mail system and will be sent from our [owyhg@originalworks.com](mailto:owyhg@originalworks.com) e-mail address. The subject line will read: **Original Works Customer Survey**. The survey takes just a few minutes to complete, yet provides valuable information we can use to improve the products, programs and services we offer. Please assist us in better serving you by taking a few minutes to complete and return the survey when you receive it. Thank you.

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## ADDITIONAL ORDER PHASE

- An additional order is an order that was placed after your initial order was sent to Original Works.  
An additional order may include:
  - a. Orders submitted to you after the order deadline expired.
  - b. Families who received their initial orders and wish to place another order.
  - c. Artwork that has been returned unprocessed as a result of not following Original Works guidelines (this artwork can be corrected and resubmitted). Please note that orders for any unprocessed artwork have **NOT** been charged to the school's account.
- Your additional order should include:
  - o Student Artwork
  - o Shipping Form C
  - o Copy of the Order Form. Please photocopy the blank order form provided in this guide. Families who have already placed an order should include the order form number from their first order on this order form. This will enable us to retrieve the scanned artwork image and produce the additional order.
- Original Works will pay the shipping and handling on **ONE** shipment of Additional Orders.  
All subsequent shipments of Additional Orders will be subject to a **\$10.00** shipping and handling fee.
- Due to an extremely tight production schedule during the fall season, Form C Additional Orders **will not** ship prior to January. This includes any artwork that was returned unprocessed due to incorrect size, incorrect use of media, etc.
- Once the Additional Order phase has been completed, parents may submit an individual retail order by using the "Retail Order Form". The Retail Order Form is available on our website and can be accessed by clicking the following link and downloading the Original Works Retail Order Form:

<http://www.originalworks.com/childrens-artwork-gifts/>

Should you require assistance please contact your Original Works Representative.

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# IF WE SHOULD MAKE A MISTAKE...

## WHAT HAPPENS WITH A FIX-IT?

We pride ourselves on producing products which are of the highest quality possible. Occasionally, a less than perfect product does get through our process. We call this a Fix-it.

### FIX-IT DEADLINES

For **Fall** programs we will accept Fix-Its, and retain images on file until **March 1<sup>st</sup>**.

For **Spring** programs we will accept Fix-Its, and retain images on file until **September 1<sup>st</sup>**.

We recommend that you wait at least a **week** or so *after* distributing the orders before submitting any Fix-Its to us. This will reduce your overall workload and make it less complicated for you to track and distribute your Fix-Its.

A **Fix-it** is a product or order that meets one or more of the following criteria:

- Material defect (a hole in a t-shirt or a chipped tile or mug for example)
- Incorrect product (we produced a t-shirt when an apron was ordered)
- Improperly reproduced (the artwork was reproduced incorrectly on the product)
- We charged for an order that was received by us, but not produced.

### INSTRUCTIONS for a Fix-it:

1. If the Fix-it resulted from **color quality, image blurriness or artwork orientation**, then the **original artwork MUST** be sent back with the completed Fix-it form (Form F). Please send the artwork and completed form to:

ORIGINAL WORKS  
FI-Building 1  
54 Caldwell Rd.  
Stillwater, NY 12170

2. If the artwork is **not required** to process a Fix-it (i.e. **item was missing, damaged, incorrect product, etc.**) then complete the Fix-It form. Please make sure you include a **description of the artwork** and the artwork **orientation**, vertical ( portrait ) or horizontal ( landscape). We require this information in order to process the fix it.  
Fax or E-mail it to:

E-mail: [owyhq@originalworks.com](mailto:owyhq@originalworks.com)

Fax: 518-580-0639

3. Depending on the circumstances, there may be instances where we will ask that you return the defective product so that we can examine the problem further. This request will not however typically delay the processing of your Fix-It submission.

**Fix-Its will be shipped directly to the school or organization**

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## CUSTOMER CARE CENTER

The Customer Care Center provides 24/7 access to commonly asked questions, downloadable forms and lesson plans right from our website. To access it simply follow these directions:

- Go to [www.originalworks.com](http://www.originalworks.com)
- Click on the Customer Care Link (on the right hand side of the page)
- Enter the Customer Care Code: CCC1011.
- The website will place cookie on your workstation so that the next time you enter the Customer Care site you will not need to enter the password.

## WHO DO YOU KNOW?

It's a fact that 75% of our business comes from referrals of satisfied customers. Do you know another school or organization that could benefit from our programs? If so, then we would like to hear from you. Please contact us at 800-421-0020 or via e-mail at [owyhq@originalworks.com](mailto:owyhq@originalworks.com).

## CUSTOMER SURVEY

Your satisfaction with our program, products and service is of paramount importance. In order to better serve you, we will be sending you an electronic survey via e-mail at the conclusion of the program. The survey will come to you via our Swiftpage e-mail system and will be sent from our [owyhq@originalworks.com](mailto:owyhq@originalworks.com) e-mail address. The subject line will read: Original Works Customer Survey.

The survey takes just a few minutes to complete, yet provides valuable information we can use to improve the products, programs and services we offer. Please assist us in better serving you by taking a few minutes to complete and return the survey when you receive it. Thank you.

Original Works Sales & Marketing Department

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## LOOK WHAT'S COMING TO OUR SCHOOL!

Dear Family:

This is to let you know that our school has teamed up with Original Works - the #1 art based program in the country - to offer a very special program. This program allows you to have your child's very own artwork reproduced onto a selection of over 20 quality products. These products range from magnets, mugs and mouse pads to t-shirts, tote bags and tiles. The wide selection of professionally produced, full color products offers something for everyone.

Your child will be creating their artwork in school, using the regular art curriculum as the basis for their work of art. You will then have the opportunity to order whatever products you wish with your child's own artwork featured on each and every product.

We are thrilled to be participating in this unique and innovative program. Look for complete program, product and pricing information coming soon.

Additional product and program information, as well as customer testimonials, can be found at [www.originalworks.com](http://www.originalworks.com).

If you DO NOT wish to have your child participate please complete and return to his/her teacher

\_\_\_\_\_ Child's Name

\_\_\_\_\_ Teacher

\_\_\_\_\_ Parent Signature

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## MIRA LO QUE ESTA POR VENIR A NUESTRA ESCUELA

Estimada familia:

La presente es para informarles que nuestra escuela ha unido fuerzas con **Original Works**, el programa de arte **número 1** en el país, para ofrecerles una oportunidad muy especial que les permitirá contar con *el trabajo artístico de sus propios hijos* reproducido en una amplia variedad de **productos a todo color, con calidad profesional**.

Su hijo o hija realizarán su trabajo creativo en la escuela, siguiendo el plan de estudios habitual como la base para su expresión artística. **Se realizará un imán con este dibujo, que les enviaremos para que lo vean.** Puede comprar el imán decorativo o devolverlo sin ninguna obligación de comprarlo y/o adquirir alguno de una variedad de productos con el trabajo artístico del niño plasmado en ellos; los artículos incluyen imanes decorativos, tasas, almohadillas para el mouse de su computadora, azulejos, camisetas y otros veinte productos de alta calidad.

Estamos emocionados de participar en este programa **único e innovador**. Muy pronto les proporcionaremos un esquema completo con información sobre los productos y precios. Para información adicional sobre el programa, productos que oferta, así como también testimonios visite la página Web: **[www.originalworks.com](http://www.originalworks.com)**.

Si usted NO desea que su hijo participe en esta iniciativa, complete el siguiente talón y devuélvaselo al maestro (a)

\_\_\_\_\_Nombre del niño

\_\_\_\_\_Maestro (a)

\_\_\_\_\_Firma del representante

CODE: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

**SEE BEFORE YOU BUY ARTWORK SHIPMENT**

This Form **MUST** accompany your shipment.

School Account Code: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Artworks: \_\_\_\_\_ Number of Classes: \_\_\_\_\_

Please note any weekdays school will be closed:

---

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Note: \_\_\_\_\_

- Thanks for submitting your Artwork!
- Remember to consider our easy **"No Paperwork"** billing option during the next phase of the program
- Simply send in 100% of the money you collect and we will issue your **Profit** check within **10 business days** of order processing.

For more details or for copies of other forms, click on the following link for our Customer Care Center:

<http://www.originalworks.com/customer-care/>

\* Artwork and magnets will be sent back organized the same way they were sent to Original Works.

\*\* Original Works can not accept any late artwork for the magnet phase of the program. If a student has missed the magnet phase of the program, they are still eligible to submit an order for any product or products during the order phase of the program.

Send to: ORIGINAL WORKS  
Building 1  
54 Caldwell Rd.  
Stillwater, NY 12170

E-mail: [owyhq@originalworks.com](mailto:owyhq@originalworks.com)

Phone: 1-800-421-0020

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## Dear Teacher

*Please read the following aloud to your class before handing out the Original Works Magnet Packets. Thank you.*

"The magnet packets have arrived from Original Works. Remember, this is the company that reproduced your artwork onto a Preview Magnet.

Please remember that the Preview Magnet is NOT free. You are welcome to purchase the magnet, however if you do *not* wish to purchase the magnet then please bring it back to school. The school is responsible for sending all preview magnets that are not purchased back to Original Works.

If you decide to buy the magnet or order other products, please have your money back to the school no later than\_\_\_\_\_.

There is a brochure, order form and letter inside the package that explains all of this to your family."

## Dear Teacher

*Please read the following aloud to your class before handing out the Original Works Magnet Packets. Thank you.*

"The magnet packets have arrived from Original Works. Remember, this is the company that reproduced your artwork onto a Preview Magnet.

Please remember that the Preview Magnet is NOT free. You are welcome to purchase the magnet, however if you do *not* wish to purchase the magnet then please bring it back to school. The school is responsible for sending all preview magnets that are not purchased back to Original Works.

If you decide to buy the magnet or order other products, please have your money back to the school no later than\_\_\_\_\_.

There is a brochure, order form and letter inside the package that explains all of this to your family."

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# Just a reminder...

Dear Family of \_\_\_\_\_

**Please help us!** Some children have not returned the **Original Works Magnet Packet**. According to our records your child's magnet has not been returned. You still have the option of purchasing the magnet. If you wish to purchase the magnet, please send in your payment. If you are not interested in purchasing the magnet, we kindly ask that you return it as soon as possible. Our organization **must** return any magnets not purchased to Original Works. Please contact us if you feel our records are in error.

We hope to hear from you **tomorrow!**

Sincerely,

# Just a reminder...

Dear Family of \_\_\_\_\_

**Please help us!** Some children have not returned the **Original Works Magnet Packet**. According to our records your child's magnet has not been returned. You still have the option of purchasing the magnet. If you wish to purchase the magnet, please send in your payment. If you are not interested in purchasing the magnet, we kindly ask that you return it as soon as possible. Our organization **must** return any magnets not purchased to Original Works. Please contact us if you feel our records are in error.

We hope to hear from you **tomorrow!**

Sincerely,

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## Un pequeño recordatorio...

Estimada familia de \_\_\_\_\_

**¡Solicitamos su colaboración!** Algunos niños no han devuelto el paquete con el **imán de Original Works**. Según nuestros registros, el imán de su hijo/a no se devolvió. Si se trata de un error en nuestros registros, por favor, comuníquese con nosotros. Todavía tiene la opción de adquirir el imán. Si desea comprar el imán, por favor, envíe el dinero. Sin embargo, si no está interesado en adquirirlo, le pedimos que lo devuelva tan pronto le sea posible. Nuestra organización **debe** devolver cualquier imán que no se venda a Original Works.

¡Esperamos recibir noticias tuyas **mañana!**

Atentamente,

## Un pequeño recordatorio...

Estimada familia de \_\_\_\_\_

**¡Solicitamos su colaboración!** Algunos niños no han devuelto el paquete con el **imán de Original Works**. Según nuestros registros, el imán de su hijo/a no se devolvió. Si se trata de un error en nuestros registros, por favor, comuníquese con nosotros. Todavía tiene la opción de adquirir el imán. Si desea comprar el imán, por favor, envíe el dinero. Sin embargo, si no está interesado en adquirirlo, le pedimos que lo devuelva tan pronto le sea posible. Nuestra organización **debe** devolver cualquier imán que no se venda a Original Works.

¡Esperamos recibir noticias tuyas **mañana!**

Atentamente,

SBYB Spanish Magnet Reminder Letter [Return to Index](#)

CODE: \_\_\_\_\_  
RECEIVED: \_\_\_\_\_  
DATE: \_\_\_\_\_

## SHIPPING FORM B ORDER SHIPMENT

You must submit original artwork and order form for orders to be processed.  
Each artwork must have its own order form. This form **MUST** accompany your orders.

School Account Code: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Organization Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Coordinator: \_\_\_\_\_

1. # of See Before You Buy Magnets purchased: \_\_\_\_\_  
2. # of See Before You Buy Magnets Returned: \_\_\_\_\_  
3. # of See Before You Buy Magnets Outstanding: \_\_\_\_\_  
Total # of See Before You Buy Magnets Manufactured: \_\_\_\_\_  
(total of lines 1-3)

Number of Artworks Enclosed: \_\_\_\_\_

The **school** pays for shipping of artwork and orders to our facility. For finished products/orders, free shipping and handling is offered on all **wholesale** orders of \$300.00 or more. For orders of less than \$300.00 a \$25.00 shipping fee will apply and pre-payment of the order is required.

### BILLING OPTIONS - PLEASE CHECK ONE:

\_\_\_\_\_ **YES!** We choose the **"No Paperwork"** option. We are sending in 100% of money collected and will receive our profit check within 10 business days of order processing.

\_\_\_\_\_ We have tallied all of our orders and are sending in the exact amount owed. The tally will be confirmed by Original Works.

\_\_\_\_\_ Our organization requires an invoice for release of payment. We understand that payment is due upon receipt of invoice.

Our school or school district requires that we issue a **Purchase Order** to Original Works in order to be invoiced. The **Purchase Order** number is: \_\_\_\_\_ and should be referenced on the invoice.

Please make checks payable to: **ORIGINAL WORKS.**

You may fax the invoice to: \_\_\_\_\_

Check # \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_

Please note any weekdays that school will be closed: \_\_\_\_\_

### PLEASE CONSULT YOUR BUSINESS OFFICE FOR YOUR LOCAL SALES TAX STATUS AND SCHOOL TAX POLICY

**TAX STATUS:** If your school is in NY, GA, TN, CA, NC, SC, MI, VA, FL, TX, CO, or MD, Please review the following and check the appropriate box:

We are TAX EXEMPT and our tax exempt form is attached or will be faxed or mailed. We understand that without a tax exempt form on file, that we will be charged sales tax.

Purchases made by this organization are TAXABLE. We will be charged tax based on the SCHOOL COST of the products. **It is the responsibility of the school or organization to increase the PRICE TO FAMILIES to cover any tax liability.**

F2010

For more details or for copies of other forms, click on the following link for our Customer Care Center:

<http://www.originalworks.com/customer-care/>.

Send to: ORIGINAL WORKS- Building 1, 54 Caldwell Rd., Stillwater, NY 12170 1-800-421-0020

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**INTERNAL USE ONLY:**

Code: \_\_\_\_\_

Received: \_\_\_\_\_

Date: \_\_\_\_\_

**SHIPPING FORM C**  
See Before You Buy Program

**ADDITIONAL ORDER SHIPMENT**

This form must accompany your Additional Orders. You must submit original artwork and order form for orders to be processed. One order form per artwork.

School Account Code: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Artworks: \_\_\_\_\_ Additional SBYB Magnets Purchased: \_\_\_\_\_ SBYB Magnets Returned: \_\_\_\_\_

**BILLING OPTIONS - PLEASE CHECK ONE:**

\_\_\_\_\_ **YES!** We choose the **"No Paperwork"** option. We are sending in 100% of money collected and will receive our profit check within 10 business days of order processing.

\_\_\_\_\_ We have tallied all of our orders and are sending in the exact amount owed. The tally will be confirmed by Original Works.

\_\_\_\_\_ Our organization requires an invoice for release of payment. We understand that payment is due upon receipt of invoice.

Our school or school district requires that we issue a **Purchase Order** to Original Works in order to be invoiced. The **Purchase Order** number is: \_\_\_\_\_ and should be referenced on the invoice.

Please make checks payable to: **ORIGINAL WORKS.**

You may fax the invoice to: \_\_\_\_\_

Check # \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_

Please note any weekdays the school will be closed: \_\_\_\_\_

**Original Works will provide free shipping and handling for the first Additional Order. All subsequent Additional Orders will be subject to a \$10.00 shipping & handling fee.**

Visit the Customer Care Center at <http://www.originalworks.com/customer-care/> for additional forms and answers to commonly asked questions.

**Send To: Original Works – Building #1 – 54 Caldwell Road – Stillwater, N.Y. 12170**

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**INTERNAL USE ONLY:**

RECEIVED BY: \_\_\_\_\_

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

**FIX-IT FORM F**

School Account Code: \_\_\_\_\_  
(Required – please provide)

Organization Name: \_\_\_\_\_ Number of Artworks: \_\_\_\_\_

Organization Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Please note any weekdays that school will be closed: \_\_\_\_\_

INSTRUCTIONS for a Fix-it:

- 1) If the Fix-it resulted from **color quality, image blurriness or artwork orientation**, then the **original artwork MUST be sent back** with the completed Fix-it form. Please send the artwork and completed form to:

**ORIGINAL WORKS**  
**FI- Building 1**  
**54 Caldwell Rd.**  
**Stillwater, NY 12170**

- 2) If the artwork is **not required** to process a Fix-it ( i.e. **item was missing, damaged, incorrect product, etc.**) then complete the Fix-it form (Form F). Please make sure you include a **description of the artwork** and the artwork orientation, vertical (portrait) or horizontal (landscape). We require this information in order to process the fix it.

Fax or Email to: **E-mail: [owyhq@originalworks.com](mailto:owyhq@originalworks.com)**

**Fax: 518-580-0639**

Please provide the following information for **EACH** Fix-It. This information, **including a description of the picture**, is required regardless of whether the artwork will be sent with the fix-it.

Order Form # \_\_\_\_\_ Product \_\_\_\_\_ Problem \_\_\_\_\_

Description of Artwork \_\_\_\_\_

Is artwork vertical (portrait) or horizontal (landscape)? \_\_\_\_\_

Order Form # \_\_\_\_\_ Product \_\_\_\_\_ Problem \_\_\_\_\_

Description of Artwork \_\_\_\_\_

Is artwork vertical (portrait) or horizontal (landscape)? \_\_\_\_\_

Order Form # \_\_\_\_\_ Product \_\_\_\_\_ Problem \_\_\_\_\_

Description of Artwork \_\_\_\_\_

Is artwork vertical (portrait) or horizontal (landscape)? \_\_\_\_\_

Order Form # \_\_\_\_\_ Product \_\_\_\_\_ Problem \_\_\_\_\_

Description of Artwork \_\_\_\_\_

Is artwork vertical (portrait) or horizontal (landscape)? \_\_\_\_\_

Order Form # \_\_\_\_\_ Product \_\_\_\_\_ Problem \_\_\_\_\_

Description of Artwork \_\_\_\_\_

Is artwork vertical (portrait) or horizontal (landscape)? \_\_\_\_\_

## Blank Order Form

Please print and distribute this order form to any students who did not receive an initial order form. The order form may also be used for students or parents who wish to place *additional* orders after having received their initial order. If used for placing an additional order please record the *original* order form number in the blank box in the upper right corner of the order form. This will enable us to retrieve the artwork image from the initial order. Please do not revise this product list or the order of products listed on the form.

<b>Original Works Blank Order</b>	<b>ORDER FORM - One Artwork Per Form</b>	Office Use    V    H	
	School	Grade/Teacher	
	Student Name		
	Parent Name	Phone	
<a href="http://www.originalworks.com">www.originalworks.com</a>	Street	City	
	State/Zip		
Consult Dear Family Letter for Product and Price Information			
	<b>QTY.</b>	<b>PRODUCTS</b>	<b>\$ AMOUNT</b>
1		Ceramic Mug	
2		Wall Clock (Available Fall 2010 Only)	
3		Set of (2) Coasters	
4		Ceramic Tile/Trivet	
5		Water Bottle <b>NEW!</b>	
6		Desk Clock <b>NEW!</b>	
7		Plate Mat <b>NEW!</b>	
8		Night Light	
9		Decorative Ornament	
10		Magnet	
11		Set of (2) Key Chains	
12		Set of (8 ) Note Cards	
13		Matted Print	
14		Set of (10) Recipe cards (25% more free)	
15		Sketchbook	
16		Journal <b>NEW LOOK/LOWER PRICE!</b>	
17		Set of (2) Pocket Pad	
18		Bandana <b>NEW LOOK!</b>	
19		Set of (2) Pot Holders	
20		Computer Mouse Pad	
21		Quilt Block	
22		Pillow Case	
23		Tote Bag	
24		Apron	
25		Garden/Decorative Flag	
		Shirt sizes tend to run small. If in doubt, order the next largest size.	
26		T-Shirt Youth Small (6-8)	
27		T-Shirt Youth Medium (10-12)	
28		T-Shirt Youth Large (14-16)	
29		T-Shirt Adult Small	
30		T-Shirt Adult Medium	
31		T-Shirt Adult Large	
32		T-Shirt Adult Extra Large	
33		T-Shirt Adult XXL	
34		Office Package	
35			
36			

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