

Inventory Form



Please include this form with your packaged artwork. If you are sending works from a portfolio, you must print out three forms and fill each one out for each work being sent. **(Do NOT ship artwork from outside the United States)**

Student Information

FIRST NAME

LAST NAME

HOME ADDRESS (STREET OR P.O. BOX)

CITY

STATE

ZIP

Grade: _____ Age: _____ Email: _____

Cell phone (including area code): _____

Does the above address information match the information you've noted in your ORS account? Yes No
If you checked "No," please log into your ORS account and update your address.

Artwork Information

Do NOT send artwork if it is:

- More than 25 lbs
- Larger than 48" in any dimension
- Extremely fragile
- Flammable
- In a frame

Artwork Title: _____

Artwork Barcode Number: _____

Artwork Description or Medium: _____

Artwork Dimensions (in inches):

Length: _____ Width: _____ Height: _____

Upon completion of this form, use masking tape to attach it to the reverse of your work prior to packing along with your signed Release Form.