

## TO PLACE AN ORDER

Artists works that are for sale will be mentioned on their Bio page. Please list the following information for each piece of artwork ordered:

1. The artist's name and the artwork's category.
2. Number and name of piece (if any).

**Example: (Russell Lewis, Fine Arts, Number 1, "Karen")**

For a speedy response from a representative please be sure to include your Name, Phone number, or Email address.

Send emails to: [spotlightstudioss@hotmail.com](mailto:spotlightstudioss@hotmail.com) Or call to place an order at: (202) 829-6229

A representative will respond with rates, shipment options, and any other additional information at the customer's request. *Rates may vary depending on the weight, distance, and dimension of the package.*

### Send checks or money orders to:

**Spotlight Studios  
227 Florida Ave. (owner)  
Washington, DC 2001**

All returned checks are subject to a \$25.00 processing fee. All packages are shipped via UPS.  
All customers are required to pay for shipping and handling.

## ORDER FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (    ) \_\_\_\_\_

Qty.	Item No.	Description	Size	Price Each	Total Price	Payment Method	
						Money Order <input type="checkbox"/>	Personal Check <input type="checkbox"/>
						Money Order <input type="checkbox"/>	Personal Check <input type="checkbox"/>
						Money Order <input type="checkbox"/>	Personal Check <input type="checkbox"/>
						Money Order <input type="checkbox"/>	Personal Check <input type="checkbox"/>
						Money Order <input type="checkbox"/>	Personal Check <input type="checkbox"/>
						Money Order <input type="checkbox"/>	Personal Check <input type="checkbox"/>
<b>Delivery Charges:</b> Please note that rates may vary depending on the weight, distance, and dimension of the package.				<b>Merchandise Total</b>			