

Order Date

Account Number

Control Number

P.O. Number

Customer Information

Name

Address

City, State, Zip

Phone Number
()

Dealer Information

Name

Address

City, State, Zip

Phone Number
()

Fax Number
()

QUANTITY

ITEM NUMBER

STYLE NUMBER

If not marked, ONE will be made.

If not marked, we will use our discretion to make the best finished product.

PRODUCTION INSTRUCTIONS

- add border
- per sample
- shrink to fit
- fill stamp
- caps
- upper/lower
- centered
- flush left
- justified left & right

STAMPS

Select ink color for your custom stamps.

- red
- black
- blue
- green
- purple
- orange

If not marked, BLACK will be sent.

ENGRAVED PRODUCTS

Includes desk signs, wall & door signs, badges and luggage tags.

Plastic Color Number

Custom Size

(if applicable)

_____ X _____
height length
(face size only)

Name Badge

(fastener selection)

- standard pinback
- military clutch
- swivel clip
- magnetic *(additional charge)*

If not marked, Standard Pinback will be used.

Wall or Door Sign Mounting

- clear adhesive *(on front)*
- suction cups
- double-sided tape *(on back)*
- screw holes
- Velcro®
- magnetic tape
- none

If not marked, DOUBLE-SIDED TAPE will be sent.

STATIONERY EMBOSSERS

For round embosser select position on the page:

- left
- right
- top
- bottom

For rectangular embosser select position on the page:

- top
- bottom
- envelope flap

If not marked, the embosser will be manufactured to emboss from the bottom of the page.

COPY Please print clearly - sketch required for embossers, round stamps and plaques.

SPECIAL INSTRUCTIONS