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

### 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)

 height \( \times \) length

#### Name Badge

- 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)
- double-sided tape (on back)
- Velcro®
- magnetic tape
- none

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

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

### Special Instructions

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Note: signatures must be written actual size in black ink on separate unlined white paper and attached. For logos and artwork, attach exact size of original black and white camera-ready art. Photocopies or faxes of artwork cannot be accepted.