Rubber Stamp and Engraved Sign Order Form

Page _____ of _____

Control Number

Order Date

Account 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

If not marked, ONE will be made.

ITEM NUMBER

STYLE NUMBER

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)*
- ◯ double-sided tape *(on back)*
- ◯ Velcro®
- ◯ magnetic tape
- ◯ suction cups
- ◯ screw holes
- ◯ 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

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.