

ENGRAVING FAX EXPRESS



FAX 770-514-7325

DATE: _____ TIME: _____

CUSTOMER ACCT. #: _____ DEPT. #: _____

NAME: _____ ATTN: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

PHONE: _____ FAX: _____

Are You Charging? VISA MC AMEX EXP. DATE: _____
ACCT. # _____



595 Roswell Street
Suite F
Marietta, GA 30060
(770) 514-1234

SHIP TO:

CO. NAME: _____

ADDRESS: _____

COST CENTER: _____

P.O.#: _____ ATTN: _____

PICK-UP UPS OR MAIL OVERNIGHT DELIVER DROP SHIP

CHOOSE 1 OF THE 3 CATEGORIES FOR YOUR ORDER

CATEGORY 1

SEALS

#1 Pick The Style of Seal You Want



POCKET SEAL



DESK SEAL

All Seals unless otherwise indicated will be engraved in all caps, standard diameter of 1 5/8" & pocket style.

These are your standard type seals. We also have available Heavy Duty Cast-Iron Seals & #2 size seals.

#2 Size 2" Dia. Cast-Iron Seal

#2 Now Pick What Type of Seal You Want.



NOTARY



ENGINEER



ARCHITECT



CORPORATE

Now, go to bottom of form, and tell us what you want your Seal to say.

EMBOSSER

If You Would Like an Embosser Pick Either...

ENVELOPE FLAP STATIONARY TOP

#3 Now go to bottom of Form, and tell us what you want your Embosser to say. You can use up to 4 lines.

CATEGORY 2

SIGNS

#1 Pick the Letter Color, Plastic Color and Size for your Sign:

Letter Color: White Black Other _____

Color of Plastic: White Black Red Blue

Woodgrain Silver Metallex Gold Metallex

Other _____

Size of Sign: (Standard Sizes) 2" x 8" 2" x 10"

Custom Size ← x ↓

#2 Pick The Holder for Your Sign:

STYLE 36 WALL HOLDER:

Available in the following colors ONLY:

Silver Gold

Style 36

STYLE 48 DESK HOLDER:

Available in the following colors ONLY:

Silver Gold

Style 48

STYLE P-100 PLEXI-BASE:

Clear Base Black Base

STYLE WB - Wooden Triangular Base:

#3 What Kind of Backing For Wall Holder or Sign?

ADHESIVE SCREW HOLES VELCRO

MAGNETIC OTHER _____

NAME BADGE: STANDARD 1 X 3 OTHER: _____

POCKET BADGE: STANDARD 4 X 3 OTHER: _____

Pin Clutch Swivel Clip

Magnetic Other: _____

#4 Now go to bottom of Form and tell us what you want your Sign to say.

CATEGORY 3

CLASSIC LINE OF SIGNS

These are the signs most commonly used...

#1 Pick The Style of Sign

CLASSIC LINE WALL SIGN
1 5/8" x 8 1/8"

CLASSIC LINE DESK SIGN
1 5/8" x 8 1/8"

CLASSIC LINE INSERT ONLY*
To Fit 1 5/8" x 8 1/8" Holder / *Indicate color below under Misc.

CLASSIC LINE HOLDER ONLY*
1 5/8" x 8 1/8" Holder / *Indicate color below under Misc.

OTHER

Give exact size if you want other than sizes above:

SIZE: ← x ↓

#2 Pick The Color & Holder

Gray Sign/White Lettering/Gray Holder
#G/W 3406 RHD 2080

Gray Sign/Black Lettering/Gray Holder
#GB3405 RHD 2080

Tan sign/Pewter Lettering/Pewter Holder
#BB 0804 CDS-456 RHD 2080

* Misc. Sign Color _____ Holder Color _____

#3 Pick the kind of BACKING you want for your sign:

Velcro Magnetic Adhesive

#4 Now go to bottom of Form, and tell us what you want your Sign Order to say.

SPECIAL INSTRUCTIONS:

Make Lettering:
 ALL CAPS Upper and Lower

See Attached Copy for Wording
 Match Sample Exactly for Size Lettering & Layout

If Specific Sizes or Layouts are not indicated, we will use our *Standard Layout* which is **ALL CAPS** and **Gothic Lettering** and/or our best judgement for the job.

COPY

QUANTITY

HOW MANY

Please Retain Order Form Until Receipt of Order. Please Use Only 1 Order Form Per Product.

ORDER# _____ ORDER WRITTEN BY: _____

Page ___ of ___