

Stamp/Sign Order Form



BILL TO: _____ SHIP TO: _____

CONTACT: _____ EMAIL: _____
PHONE: _____ P.O.#: _____

STAMP ORDER

- 1) Quantity _____
- 2) Stamp Type: Self-Inker Pre-Inked Other
- 3) Stamp Product # _____
Please specify PRODUCT # (ex. 4913), or "TO FIT" if we should size as needed. For wood handle stamps, leave this blank.
- 4) Ink Color (for self-inkers/pre-inked) Black Red Blue Green Purple
- 5) Stamp Typestyle Font Size _____ Upper/Lower Case _____ ALL CAPS _____
- 6) Put text in TEXT _____
- 7) Additional Ink or Stamp Pads: Ink/Pad # _____ Color _____ Quantity _____

SIGN ORDER

- 1) Quantity _____
- 2) Sign Type: Desk Nameplate Badge Wall Sign
- 3) Sign Product # _____ or special size _____
- 4) Frame Color (if applicable) _____
- 5) Plate Color / Letter Color _____ Plate Color _____
- 6) Backing -For Signs: Adhesive Screws Velcro (add'l charge) Magnetic (add'l charge)
-For Badges: Safety Pin Swivel Clip Magnetic (add'l charge)
- 7) Typestyle _____
- 8) Put text in TEXT BOX below.

SEAL / EMBOSSE (SEAL-round, EMBOSSE-rectangular)

- 1) Seal / Embosser Product # _____
- 2) From which side of the paper do you want to seal / emboss?
 Bottom (this is the most common) Top Left Right
- 3) Put text in TEXT BOX below as you would like it to appear on seal/embosser. We will use a simple block font unless specified otherwise.

TEXT BOX PLEASE PRINT OR TYPE - TEXT WILL APPEAR AS WRITTEN UNLESS SPECIFIED BY STYLE OR SPECIAL INSTRUCTIONS

	SPECIAL INSTRUCTIONS
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***For a signature stamp, please sign a blank sheet of paper with a fine black pen.