



ENGRAVED SIGN ORDER FORM

1. CUSTOMER INFORMATION

Company Name: _____

Contact Name: _____

Street Address: _____

Phone: _____ - _____ - _____

City: _____ State: _____ Zip: _____

E-mail: _____

☐ Ship to the address above

☐ Ship most economical way

☐ Blind ship to the following address: _____

☐ Ship via UPS and add it to my invoice

☐ Ship collect on my UPS account #: _____

***all shipments sent direct to your client are shipped BLIND**

2. SIGN(S) TO BE ENGRAVED:

Quantity	Sign Dimensions	Material Color	Core/Text Color

3. SPECIFY FONT:

☐ BLOCK / Block

☐ ROMAN / Roman

☐ *CORSIVA* / Corsiva

☐ Other

Specify: _____

4. SPECIFY CASE:

☐ UPPER

☐ Upper/Lower

5. SPECIFY TEXT PLACEMENT:

☐ FLUSH LEFT

☐ CENTERED

☐ FLUSH RIGHT

6. SPECIFY FINISH:

☐ Magnet Back

☐ Pin Back

☐ Desk Holder

Circle color: gold | silver | black

☐ Wall Holder

Circle color: gold | silver | black

☐ Other

Specify: _____

7. SIGN TEXT:

please indicate any line separations exactly as you desire in the space below.

8. \$9 DIGITAL PROOF?

☐ No proof necessary.

☐ Yes, send a proof prior to production to the following e-mail: _____