



★ PLEASE PHOTOCOPY

# ORDER FORM

FOR FUTURE USE ★



## 1 BILLING INFORMATION ☐ QUOTE ONLY

COMPANYNAME \_\_\_\_\_

CUSTOMER # (IF APPLICABLE): \_\_\_\_\_

### BILL TO:

ADDRESS \_\_\_\_\_

CITY, STATE  
& ZIP \_\_\_\_\_

SHIP TO: ☐ SAME AS ABOVE

ADDRESS \_\_\_\_\_

CITY, STATE  
& ZIP \_\_\_\_\_

ATTN: \_\_\_\_\_ ROOM# \_\_\_\_\_

2 ORDERED BY (NAME): \_\_\_\_\_

DATE: \_\_\_\_\_ P.O. #: \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_ x- \_\_\_\_\_

FAX # ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

☐ PLEASE INDICATE IF IT'S OKAY TO OCCASIONALLY EMAIL YOU  
WITH UPDATED PRODUCT OFFERS AND PRICING LISTS

3 WILLCALL: ☐ @12 ☐ @4

☐ U.S. MAIL ☐ CWR

☐ UPS ☐ UPS-COD

☐ UPS RESIDENTIAL

☐ UPS COLLECT

SHIPPER #: \_\_\_\_\_

4 ☐ TAXABLE

☐ RESALE (MUST HAVE RESALE  
CARD ON FILE)

5 ☐ CREDIT CARD →

CC # \_\_\_\_\_

☐ CALL w/ \$ TOTAL

EXP. DATE \_\_\_\_\_ SEC. CODE \_\_\_\_\_

☐ INVOICE MY ACCT.

☐ OPEN A NEW ACCT. / REQUEST A CREDIT AUTHORIZATION FORM

## 6 TRADITIONAL HAND STAMPS

☐ MOLDING



☐ HANDLE



☐ PEG

☐ INSP.

☐ OTHER \_\_\_\_\_

## 9 DATERS MODEL# \_\_\_\_\_

☐ HEAVY DUTY SELF-INKING

COLOR: \_\_\_\_\_

☐ PLASTIC SELF-INKING

☐ FOR USE WITH A STAMP PAD

QTY: \_\_\_\_\_

☐ WITH WORDING -or- ☐ DATE ONLY

## 7 MECHANICAL SELF-INKERS

☐ PLASTIC  
FRAME



☐ HEAVY  
DUTY



MODEL# \_\_\_\_\_ ☐ INSPECTION ☐ POCKET ☐ PENCIL TOP ☐ OTHER \_\_\_\_\_

☐ RED ☐ BLACK ☐ BLUE ☐ GREEN ☐ PURPLE

## 10 INKS OFFICE USE: ☐ SPOUT TOP ☐ ROLL-ON

☐ OTHER: \_\_\_\_\_

COLOR: \_\_\_\_\_ SIZE: \_\_\_\_\_ QTY: \_\_\_\_\_

## 11 PADS ☐ SELF-INKER (MODEL: \_\_\_\_\_)

☐ REGULAR (SIZE: \_\_\_\_\_) COLOR: \_\_\_\_\_

☐ OTHER \_\_\_\_\_ QTY: \_\_\_\_\_

## 12 BAND STAMPS MODEL# \_\_\_\_\_

☐ ALPHABET

☐ ALPHANUMERAL

☐ NUMBERER

☐ AUTO. NUMBERER

☐ SELF-INKING COLOR: \_\_\_\_\_

QTY: \_\_\_\_\_

☐ FOR USE WITH A STAMP PAD

## 13 EMBOSSERS

☐ POCKET

☐ DESK

☐ H/D LONG REACH

☐ EXTRA H/D LONG REACH

## 14 NAMEPLATES & SIGNS

☐ INDOOR -or- ☐ OUTDOOR

☐ 1/8"

BACKGROUND COLOR \_\_\_\_\_

☐ 1/16"

LETTER COLOR \_\_\_\_\_

☐ SUB

W/ HOLDER ☐ DESK -or- ☐ WALL / ☐ GOLD -or- ☐ SILVER

## 15 NAMEPINS & MAGICARDS

☐ NAMEPIN -or- ☐ MAGICARD

BACKGROUND COLOR \_\_\_\_\_

LETTER COLOR \_\_\_\_\_

BACKING: \_\_\_\_\_



## 16 LABELS ☐ REGULAR

☐ REMOVEABLE ☐ ALLTEMP.

BACKGROUND  
COLOR \_\_\_\_\_

LETTER COLOR \_\_\_\_\_

SIZE: \_\_\_\_\_ x \_\_\_\_\_

QTY: \_\_\_\_\_ x 500 PER ROLL

## 17 SPECIFY:

☐ CENTERED

☐ FLUSH LEFT

☐ FLUSH RIGHT

☐ IN BORDER

☐ UNDERSCORE

☐ ITALICIZED

☐ OUTLINE

☐ BOLD

☐ CONDENSED

☐ REGULAR

☐ EXTENDED

☐ Caps & Lower Case

☐ ALLCAPS

☐ OTHER: \_\_\_\_\_

## 18 FONT STYLE

NAME: \_\_\_\_\_

POINT: \_\_\_\_\_ -or- HEIGHT: \_\_\_\_\_

## 19 IMAGE SIZE: ☐ TO FIT ☐ APPROX. ☐ EXACT

HEIGHT \_\_\_\_\_ LENGTH \_\_\_\_\_ X \_\_\_\_\_ ☐ MATCH  
SAMPLE

## 20 COPY PLEASE PRINT OR TYPE WORDING - and/or - STAMP A SAMPLE IMPRESSION, NOTING CHANGES, IF ANY

21 QTY \_\_\_\_\_

## 22 SPECIAL INSTRUCTIONS:

23 RUSH! ☐

24 PROOF REQUESTED ☐

W/ COPY OF SALES ORDER ☐