

B^S & E^E
 Since 1929 **Faxable Engraving Order Form**

Received:

COMPANY NAME (if any) _____
 YOUR FULL NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 DAY PHONE # (_____) _____ x _____

Visa / MC # _____ Exp _____
 Please call for payment info Ship UPS
 Will Pick-Up

STEP #1 Choose your engraved item. (One item copy per form. Please note quantity of identical items below)

| | | |
|---|--|--|
| <input type="checkbox"/> Name Plate <input type="checkbox"/> 2" x 8" <input type="checkbox"/> 2" x 10" <input type="checkbox"/> 2" x 12" <input type="checkbox"/> Other _____ <input type="checkbox"/> Holder <input type="checkbox"/> Adhesive | <input type="checkbox"/> Name Badge <input type="checkbox"/> 1" x 3" <input type="checkbox"/> 1-1/4" x 3" <input type="checkbox"/> Other _____ <input type="checkbox"/> Pin Backed <input type="checkbox"/> Magnet Backed <input type="checkbox"/> Other _____ | <input type="checkbox"/> Plastic Signage Body Color _____ Letter Color _____ <input type="checkbox"/> Size _____ <input type="checkbox"/> Holes - 2 _____ or 4 _____ <input type="checkbox"/> Holder <input type="checkbox"/> Adhesive |
| <input type="checkbox"/> Metal Plates (Brass) Color/Type _____ <input type="checkbox"/> Size _____ <input type="checkbox"/> Custom Corners _____ <input type="checkbox"/> Holes - 2 _____ or 4 _____ <input type="checkbox"/> Adhesive <input type="checkbox"/> Oxidize Letters | <input type="checkbox"/> Award, Plaque, or Trophy Brand/Catalog _____ Item # _____ Date Needed _____ <input type="checkbox"/> Logo to be provided | <input type="checkbox"/> Customer Supplied Item For estimate only. Item must be brought in. Please fill out inscription to be engraved and provide detailed description of item in special instructions or separate sheet and fax for estimate. Final quote not available until item is brought into store. Please no phone calls. |

STEP #3 Choose stamp copy. (Please write as clearly as possible and note any odd spellings, punctuations, or spacing.)
 [Please use U for upper case, L for lower case, and T for title case (upper and lower)]

| Line | We are not responsible for unclear writing or instructions! | Font & Point Size | Case |
|------|---|-------------------|------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

STEP #4 Special Instructions:

Send quote prior to production to: _____
 Send proof prior to production (\$2.00 per) to: _____

TOTAL QTY: _____

All necessary information has been given. Any information that is not given and/or unclear will be chosen by typesetter!! Signature: _____