

PLAQUE ORDER FORM

CUSTOMER INFORMATION:

CUSTOMER PO#: _____

COMPANY NAME: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL: _____

NOTE: \$ = Additional Charge

Maximum document area: 20"x25"

DESCRIPTION OF DOCUMENT (EX: CERTIFICATE, DIPLOMA, MAGAZINE ARTICLE, ETC.)	TOTAL # OF PIECES ON PLAQUE	TOTAL # OF PLAQUES

1. PLAQUE STYLE	2. PLAQUE COLOR	3. TRIM	4. BEVEL	5. FINISH	6. MOUNTING (\$) – (If none, skip section)
<input type="checkbox"/> Standard <input type="checkbox"/> Clean Cut (Skip to #4) <input type="checkbox"/> Autograph <input type="checkbox"/> Stand-Up with Matching Base <input type="checkbox"/> Hook <input type="checkbox"/> Full Face Engraved Plate <input type="checkbox"/> Brag Board <input type="checkbox"/> Chalkboard <input type="checkbox"/> Pet Memorial	<input type="checkbox"/> Walnut <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Burl <input type="checkbox"/> Oak <input type="checkbox"/> Mahogany <input type="checkbox"/> Maple <input type="checkbox"/> Pearl	Trim Color <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> White <hr/> Trim Thickness <input type="checkbox"/> 3/16" (Standard) <input type="checkbox"/> 1/8" (\$) <input type="checkbox"/> Double-Trim (\$) Inside Color (1): _____ + Outside Color (2): _____	Bevel Color <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Walnut <input type="checkbox"/> Mahogany <hr/> Bevel Thickness <input type="checkbox"/> 3/4" Deluxe <input type="checkbox"/> 1/2" Slimline <i>*Not available for Clean Cut Style selection</i>	Texture <input type="checkbox"/> Glossy <input type="checkbox"/> Matte <input type="checkbox"/> Linen (\$) <hr/> Back-Side <input type="checkbox"/> Slot <input type="checkbox"/> Easel (\$) <input type="checkbox"/> Cord (\$)	Item – (This is provided by you) <input type="checkbox"/> Golf Ball <input type="checkbox"/> Baby Mementos <input type="checkbox"/> Medals <input type="checkbox"/> Commemorative Coins <input type="checkbox"/> Apparel <input type="checkbox"/> Other: _____ <hr/> Engraved Plate <input type="checkbox"/> Brass <input type="checkbox"/> Silver <hr/> Engraved Plate Style <input type="checkbox"/> Single Color Plate <input type="checkbox"/> Double Color Plate <input type="checkbox"/> Reverse Color Plate <hr/> If providing your own engraved plate: Extra Margin Needed on plaque? (\$) <input type="checkbox"/> Top (_____ ") <input type="checkbox"/> Bottom (_____ ") <input type="checkbox"/> Left (_____ ") <input type="checkbox"/> Right (_____ ") <input type="checkbox"/> All 4 Sides (_____ ")

Engraved Plate Wording: (Please write wording below – or- Email wording to graphics@foxlaminating.com with order form attached.)

Note: *Due to the heat process used there may be risk in using original documents. If there is any hesitation, we recommend using a copy.

Use Original*: Y N

Make Copies & Return Original (\$): Y N

Digital File Provided For Use (\$): Y N

Additional Options:

Horizontal Grain (\$)

Vertical Grain (\$)

EXACT FINISHED SIZE NEEDED (\$) _____

SHIPPING INSTRUCTIONS:

Standard Shipping

Add Bubble Wrap (\$)

Tape Only – NO Staples*

Ship on our UPS Acct: Y N

Ship on Customer Acct #: _____ Carrier: _____

Ship via: Ground

Next Day Air

2nd Day Air

3 Day Air

Other

Ship By: _____

* There is risk shipping this way. IF damage occurs, we will not be liable.

BILLING ADDRESS

COMPANY: _____

ATTN: _____

ADDRESS 1: _____

ADDRESS 2: _____

CITY, STATE, ZIP _____

PHONE: _____

SHIPPING ADDRESS

Note: If you have multiple Drop Ships, YOU must provide Address Labels. If we prepare your labels, additional charges will be incurred.

COMPANY: _____

ATTN: _____

ADDRESS 1: _____

ADDRESS 2: _____

CITY, STATE, ZIP _____

PHONE: _____