Please make sure you fill out order completely by reading and following Steps 1 through 3. Any questions please ask your customer service representative. Any incomplete orders will delay the production of your product. *All special orders items, allow 2 to 3 weeks minimum. *Custom Stamps are not returnable.

RUBBER STAMP FAX EXPRESS

Seals & Stamps unlimited

FAX 770-514-7325

DATE:_____ TIME:_____

CUSTOMER ACCT. #:_____ DEPT.#:_____

NAME:_____ ATTN:_____

ADDRESS:_____

CITY, STATE & ZIP:_____

PHONE:_____ FAX:_____

Are You Charging? ☐VISA ☐MC ☐AMEX EXP. DATE:_____
ACCT. #_____

Seals & Stamps unlimited
1236 Powers Ferry Commons
Suite 100
Marietta, GA 30067
(770) 514-1234

SHIP TO:

CO. NAME:_____

ADDRESS:_____

_____

_____

COST CENTER:_____

P.O.#:_____ ATTN:_____

☐PICK-UP ☐UPS OR MAIL ☐OVERNIGHT ☐DELIVER ☐DROP SHIP

STEP 1 — Select the Type of Stamp You Want

☐ **RUBBER STAMPS** to stamp on stamp pad	☐ **Royal Mark®** contains it's own ink supply	☐ **SELF INKING STAMP** rubber stamp contains it's own ink pad	☐ **SELF INKING DATER** contains it's own ink pad	☐ **DATERS** to stamp on stamp pad	☐ **Xstamper** pre-inked contains it's own ink supply
SHIPPED WITHIN **24 HOURS**	*SHIPPED WITHIN* **3-4 DAYS**	*SHIPPED WITHIN* **2 DAYS**	*SHIPPED WITHIN* *unless special order* Cosco Daters **3-4 DAYS**	*SHIPPED WITHIN* **2 DAYS**	*SHIPPED WITHIN* **2-3 WEEKS**
☐ STANDARD ☐ DIE ONLY	MOUNT SIZE	☐L20 5/8"x1-1/2" ☐L50 1"x2-3/4" ☐L30 3/4"x1-7/8" ☐L60 1-1/2"X3" ☐L40 1"x2-1/2" ☐OTHER_____	☐2260 1"x1 13/16" ☐2360 1 1/4"x1 13/16" ☐S360 11/4"x1 13/16" ☐2660 1 1/2"x1 5/16" ☐OTHER MODEL #_____	☐ALBANY 2 1 3/8"x2" ☐ALBANY 4 2"x2" ☐OTHER MODEL_____	MOUNT SIZE

☐ **MISC. PRODUCTS** QTY._____ desc._____ style_____ size_____

STEP 2 — Pick Out the Color for Your Stamp

☐ Red ☐ Black ☐ Blue

☐ **2 COLOR** Pads Avail. for self-inking daters only. Indicate the 2 Color Combination you would like.

NOTE: If no color is indicated, BLACK will be used

STEP 3 — Please Pick Typestyle, Point Size, Layout of Stamp and any Special Requests

❶ Typestyle_____ Letter Height or Pt. Size_____

TYPE SIZES

E — 12 POINT OR 1/8" LETTER
E — 18 POINT OR 3/16" LETTER
E — 24 POINT OR 1/4" LETTER
E — 48 POINT OR 1/2" LETTER

TYPESTYLES

STYLE 1 HELVETICA
STYLE 2 **HEL. BOLD**
STYLE 3 **HEL. BLD. ITL.**
STYLE 4 SWISS CONDENSED
STYLE 5 **SWISS BOLD COND.**
STYLE 6 *SWISS ITALIC*
STYLE 7 *SWISS BLD. ITALIC*
STYLE 8 TIMES ROMAN
STYLE 9 **TIMES BOLD**
STYLE 10 *TIMES ITALIC*
STYLE 11 *TIMES BLD. IT.*
STYLE 12 *Zurich Calligraphic*
STYLE 13 *Brush Script*
STYLE 14 Lincoln

❷ **PRODUCTION INSTRUCTIONS**

○ Match Sample Exactly
○ See Attached Copy for Wording
○ Caps
○ Upper/Lower
○ Centered ———
○ Justified Left & Right ———
○ Flush Left ———
○ Add Border ———

❸ Write out copy in space provided below exactly as you would have it appear on stamp, such as Caps, Abbreviations, Borders, etc. Make sure you write any special instructions.

Notary: ☐2 Line (county, state, & date) ☐3 Line (also includes persons name) ☐Round Notary (attach certificate)

Special Instructions:

LAYOUT

QUANTITY ☐ **HOW MANY?**

☐ **QUICK PICK** (As shown below)

STYLE 4 (SWISS COND.) 12 POINT TYPESIZE ALL CAPS COPY FLUSH LEFT

If no typestyle is indicated, Switzerland ALL CAPS will be used. If no alignment is indicated, copy will be flush left. If size is not indicated, 12 pt. will be used or sized to fit dimensions. Add 50¢ for any typestyle not shown.

Please Retain Order Form Until Receipt of Order. Please Use Only 1 Order Form Per Product.

ORDER#_____ ORDER WRITTEN BY:_____ **Page ___ of ___**