

Sign Design Custom Products, Inc.

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E-Mail: orders@signdesign.org

www.signdesign.org

Company Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Phone: \_\_\_\_\_

P.O./Contact \_\_\_\_\_

**Faxed / E-mailed orders provide us both with greater reliability in accurately processing your orders!**

1. **PLATE COLOR**

- Gold
- Silver
- Black
- Black w/silver lettering  
(square & notched only)

2. **PLATE TYPE**

- Round Ends**
- Square Ends**
- Notched Ends**
- Oval**  
1 size only

3. **PLATE FASTENING**

- (default = no adhesive)
- with holes
  - no holes
  - with adhesive

4. **PLATE SIZE**

- 3/8" x 2"
- 3/8" x 2 1/2"
- 1/2" x 3"
- 5/8" x 3 1/2"
- 3/4" x 4 1/2"
- Oval 1-3/8" x 2-9/16"
- Custom Size \*For Square or Notch ends only.

5. **TYPESTYLE**

- |                     |                          |
|---------------------|--------------------------|
| _____ <b>Roman</b>  | _____ <b>Old English</b> |
| _____ <i>Plant</i>  | _____ <b>Helvetica</b>   |
| _____ <b>Futura</b> | _____ <i>Vanessa</i>     |
| _____               | _____                    |

6. **QUANTITY**

(default = 1)

Height x Width

\_\_\_\_\_

8. **TYPESTYLE FORMAT**

- \_\_\_\_\_ exactly as written
- \_\_\_\_\_ ALL CAPS
- \_\_\_\_\_ Upper & Lower Case
- \_\_\_\_\_ UPPER CAP/LOWER CAP
- \_\_\_\_\_ *Italicize*
- \_\_\_\_\_ *Oval – arc top & bottom lines*

7. **List Copy Below** (all text is centered unless instructed otherwise)

- Line 1
- Line 2
- Line 3
- Line 4

9. **If needed, do we have permission to:**

- a. Trim length on square ended plates? \_\_\_\_\_ Yes \_\_\_\_\_ No
- b. Change the layout to better fit the plate? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Any Special Instructions?**

**All orders ship out the next business day (working days are Monday – Friday less major Holidays)**

For same day shipping of Rush orders please phone call to confirm availability!

Please avoid shipping delays by submitting complete orders & prompt payment within 30 days.

10. **How should we ship your order?**

**\*Shipping charges may change and will vary depending on zone!**

- |   |  |
|---|--|
| ___ First Class mail (no additional charge)           | ___ UPS RED (\$19.50 min.) (Next day a.m. guarantee) |
| ___ Priority Mail (\$4.05) (2-3 days, not guaranteed) | ___ UPS BLUE (\$13.00 min.) (2 day noon guarantee)   |
| ___ UPS GROUND (\$5.50 delivery, depends on zone)     | ___ UPS 3-DAY (\$9.50 min.) (3 day p.m. guarantee)   |

**\*\*Please ship and charge accordingly so we have this order by the following date:** \_\_\_\_\_

**Please apply any applicable shipping charges to our UPS account number of:** \_\_\_\_\_