

# LAMINATED PLAQUE ORDER FORM



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 585-624-7439 - Fax

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TPS CONTROL #:

<b>Ordered By:</b>		
<b>Company</b>		
<b>Address</b>		
<b>City</b>	<b>ST</b>	<b>Zip</b>
<b>Ph</b>	<b>Email</b>	

<b>Ship To: (If different from company address)</b>		
<b>Company</b>		
<b>Address</b>		
<b>City</b>	<b>ST</b>	<b>Zip</b>
<b>Ph</b>	<b>Email</b>	

<b>Salesperson:</b>	<b>Order Date:</b>	<b>*Ship Date:</b>	<input type="checkbox"/> <b>Charge Credit Card on File</b>
<b>Purchase Order#:</b>	<b>Ship Via:</b>	<b>Drop Ship? Y / N</b>	<input type="checkbox"/> <b>Invoice – Terms Apply</b>

Plaque Qty	Document Description	Size	Number of Pieces

<b>Plaque Style &amp; Color – Circle One</b>			<b>Document Trim Circle One</b>		<b>Beveled Edge Color Circle One</b>	
<u><b>Genuine Hardwood:</b></u> Dark Walnut      Mahogany      Golden Oak Medium Walnut      Cherry      Colonial Maple Birch      Green Hardwood      Black Hardwood Blue Hardwood      Red Hardwood      Rosewood			Gold      Red Silver      Navy Blue      White Black      Orange		Gold Navy Silver Black Red White	
<u><b>Custom Plaque:</b></u> Black      Maroon      Navy Blue Elm Burl      Silver      Copper Curly Maple      Green      Gold Yellow      White			<b>Double Mat?</b> Y / N <b>Second Color</b> _____		<b>Finish - Circle One</b> High Gloss Satin Non Glare *Budget Plaque – Gloss Only	
<b>*Budget Plaque: Simulated Walnut - Gold Trim – Gloss</b>			<b>Color Copy Required?</b> Y / N		<b>Extra Margin for Engraved Plate?</b>	
<b>Flush Mount:</b> (Select edge color only)			<b>Return Originals?</b> Y / N		Plate Size:  Plate Location:	

<b>Special Instructions / Layout / Plate Information (Use Back if Needed)</b>					

**\*Please allow for shipping time when ordering by “IN HANDS DATE”\***  
 Files may be sent in .PDF format via email if preferred