

ON-LINE ORDER FORM

Date: _____ P.O.# _____ Cust.# _____

Address

Name _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____

Ship to: (if different)

Name _____

Attn: _____

Address _____

City _____ State _____ Zip _____

E-mail: _____

STAMPS

Qty: _____

- | | |
|--------------------------------|------------------------|
| Hand Stamp | Preinked |
| Ideal Self-Ink # _____ | Dater -Self-Inking |
| Signature* | Dater -Not Self-Inking |
| X-Stamper # _____ | Other _____ |
| Felt Ink Pad - Color _____ | |
| Refill Ink (Type, Color) _____ | |

*Signatures and artwork should be electronically mailed or sent through U.S. mail. Signatures are made the size sent in, reduction is possible at extra charge.

LAYOUT INFORMATION

- | | |
|----------------------|--------------------|
| Style _____ | Approx Lgth _____ |
| Upper and Lower Case | Border |
| All Capitals | Size as Large as |
| Center | Possible to Fit in |
| Flush left | Available Space |
| Flush Right | Logo |
| Left/Right Justified | Logo* |
| Ideal Self-Ink # | Artwork* |

*Every 1/4" in Height Is Equal To 1 Line Of Type

INK COLOR* (For Self-Inking and Pre-Inked Products Only)

- | | | | |
|--------|-------|-------------|-------|
| Black | Red | Blue | Green |
| Purple | Brown | Other _____ | |

*PLEASE NOTE: If there is no color specified, black ink will be used.

SIGNS

Qty: _____

- | | |
|-----------------------------------|--------------------|
| Nameplate | Item# |
| Wall Holder | Custom Sign |
| Desk Holder | Nametag |
| Color _____ | Holder Color _____ |
| Approx. Sign/Nameplate Size _____ | |
| Tape _____ | Holes _____ |

Sign Backing

- | | | |
|-------------------|---------|-----------------|
| Double-sided Tape | Holes | |
| Velcro | Magnet | |
| Nametag Backing | | |
| Pin | Tietack | Swivel Clip |
| Magnet | Pocket | Clip Attachment |

SEALS/

EMBOSSERS

Qty: _____

- | | | |
|------------------|-----------------|--------|
| Corporate | Library Of | Notary |
| Prof. Eng./Arch. | Stock OH Notary | |
| Return Address | Stock IN Notary | |

PAYMENT

Name on Credit Card: _____ Exp. Date _____
 Credit Card Number: _____ / _____

Bill Our Account
Credit Card

COPY LAYOUT

Order Form Instructions

Adobe Acrobat forms allow you to enter information while the form is displayed in an Adobe Acrobat 3.0 or later version and print the completed form to fax to us. Fill-in forms give you a cleaner, crisper printout for your records and for ordering from Ameristamp - Sign*A*Rama.

Completing the Form

-Select the hand tool icon from the Acrobat toolbar menu. You can use the hand tool icon to move the page around so that you can view all the areas on it.

-Position the hand tool icon inside a form field until a blinking cursor appears and click. (The I-beam pointer allows you to type text. The arrow pointer allows you to select a field, a check box, a radio button or an item from a list.)

-Press Tab to accept the field change and go to the next field.

-Press Shift + Tab to accept the field change and go to the previous field.

-Use your mouse to select an area of the form that is not inside a form field before printing your form. If a form field is active (contains the blinking bar) the contents will not print.

-After you have completed the form, print and fax it to [\(812\) 477-7898](tel:8124777898).

If the fill-in form is displayed within your web browser's window, be sure to use the printer button on the Acrobat toolbar menu to print the form instead of your web browser's print function.

-If you would prefer to speak to a member of our professional customer service staff, please call [1-800-3086](tel:18003086) or [812-477-7763](tel:8124777763) Monday through Friday 8am to 5pm CDT.

General Information

Order Policies:

- Ameristamp - SIGN*A*RAMA understands the right to privacy on all company materials and will not sell, giveaway or use in any manner any of your artwork, logos etc.. for any use other than that which is specified by you.
- Please indicate your Name, Company, Address, Phone & Fax Numbers. We cannot be responsible for orders without names!
- Please use your Ameristamp - SIGN*A*RAMA Account Number.
- Keep a copy of your order.
- There is a \$7.50 charge for "Proofs for Approval".
- Rush Fees may apply.
- Prices are subject to change without notice.
- Quoted prices may not apply unless you refer to the quotation at the time you place your order.
- All phone quotes are subject to revision upon receipt of the actual order, especially for special designs and intricate work.
- Please don't send us old or used rubber hand stamps to re-use. We can, however recycle Ideals and most metal self-inking stamps.
- If there is a discrepancy on a phone order, we will split the cost of remaking the item when the incorrect item has been returned to us. All phone orders are repeated back.
- Our liability for orders filled incorrectly is limited to the cost of the product and shipping charges.
- Due to varying work loads in our different production departments (rubber stamps, pre-inked stamps, seals, signs, banners, etc), your orders will be shipped when ready unless you specifically request the order to ship complete. This may add a slight delay in grouping the items together for shipment.