## Now Its Even Easier to Order Custom Products at **StaplesAdvantage.com** Design & Preview Your Order Online- Save Your Templates For Simple Re-ordering **Custom Stamp, Sign & Seal Order Form** STAPLES Advantage staplesorders@coscoindustries.com Tel: 800-308-0331 Fax: 800-308-0351 Photocopy This Form For Future Use **Quote Only Proof Only** Ship To: Order Date Purchase Order No. Account/Contract No. Cost Center: Requisition No. Department: Contact Name Phone No. w/ area code & extension E-Mail: Please bill my account \* If paying by credit card, please do not include the number on this form. A member of our Custom Stamp team will contact you for the number. This is part of our PCI Compliance Policy Please bill my credit card\* **Ordering Tips** Sample Impressions from existing stamps will be matched as closely as Multiples of the same item number may be ordered using a separate possible but may not be exact sheet to list the text desired on each. Signature Artwork should be attached to the order form and mailed to: Ink color will be black if no color is indicated. Staples Stamp Dept. Layout will be block type, all caps, centered if layout is not marked. 1650 Tower Blvd N. Mankato, MN 56003 We do not recommend faxed artwork as the quality is inconsistent. Stamps PLEASE CHECK THE APPROPRIATE BOX Signs & Seals PLEASE CHECK THE APPROPRIATE BOX SGT. WALLACE APPROVED Desk Wall Name **Embossing** Badge Sian Sian Seal Rubber Pre-Inked Self-Inking Date or Stamp Stamp Stamp Number Quantity Item No. Size (Height X Width) Stamp Quantity Item No. Ink Colors (if required) ALL CAPS Holder Color Color No. Typeface No. U&L case Violet Sign Fastener Badge Fastener Screw Specify Layout Layout No. Beveled Edge ALL CAPS Safety Pin OR Centered 2-sided tape Velcro MIL Clutch Rounded Flush Left Swivel Clip Upper & Lower Magnet Suction Cup Magnet Corners Typeface Information & Layout for Stamps, Signs & Badges Replacement Ink & Pads **REG BLOCK** Centered Upper/Lower Stamp Item No. Item No. Qty. **BOLD** Flush Left **ALL CAPS** Flush Right Border Script One Color Stamp Pads & Ink Two Color Dater Pads ROMAN SERIF Shrink to fit Match Sample **GOTHIC** Fill Stamp Signature Stamp Black Red Blue Black & Red & HELVETICA Blue Copy Desired – Please print, type or stamp sample impression Special Instructions