

Now Its Even Easier to Order Custom Products at **StaplesLink.com**  
 Design & Preview Your Order Online- Save Your Templates For Simple Re-ordering



### Custom Stamp, Sign & Seal Order Form

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.
	Department:	Cost Center:	Requisition No.
E-Mail:	Contact Name	Phone No. w/ area code & extension	

- Please bill my account  
 Please bill my credit card\*

\* 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

#### Ordering Tips

Sample Impressions from existing stamps will be matched as closely as possible but may not be exact









Signature Artwork should be attached to the order form and mailed to:  
 Staples Stamp Dept.  
 215 W. 2nd Ave.  
 Spokane, WA 99204

We do not recommend faxed artwork as the quality is inconsistent.

Multiples of the same item number may be ordered using a separate sheet to list the text desired on each.

Ink color will be black if no color is indicated.

Layout will be block type, all caps, centered if layout is not marked.

<b>Stamps</b> PLEASE CHECK THE APPROPRIATE BOX  <input type="checkbox"/> Pre-Inked Stamp  <input type="checkbox"/> Self-Inking Stamp  <input type="checkbox"/> Rubber Stamp  <input type="checkbox"/> Date or Number Stamp		<b>Signs &amp; Seals</b> PLEASE CHECK THE APPROPRIATE BOX  <input type="checkbox"/> Desk Sign  <input type="checkbox"/> Wall Sign  <input type="checkbox"/> Name Badge  <input type="checkbox"/> Embossing Seal	
Quantity	Item No.	Size (Height X Width) X	
Color No.	Typeface No.	<input type="checkbox"/> ALL CAPS	Holder Color
		<input type="checkbox"/> U&L case	
Layout No.	OR	Specify Layout <input type="checkbox"/> ALL CAPS <input type="checkbox"/> Centered <input type="checkbox"/> Upper & Lower <input type="checkbox"/> Flush Left	Sign Fastener <input type="checkbox"/> Screw <input type="checkbox"/> 2-sided tape <input type="checkbox"/> Velcro <input type="checkbox"/> Magnet <input type="checkbox"/> Suction Cup
		Badge Fastener <input type="checkbox"/> Safety Pin <input type="checkbox"/> MIL Clutch <input type="checkbox"/> Magnet <input type="checkbox"/> Swivel Clip	<input type="checkbox"/> Beveled Edge <input type="checkbox"/> Rounded Corners

**Typeface Information & Layout for Stamps, Signs & Badges**

<input type="checkbox"/> REG BLOCK	<input type="checkbox"/> Centered	<input type="checkbox"/> Upper/Lower
<input type="checkbox"/> BOLD	<input type="checkbox"/> Flush Left	<input type="checkbox"/> ALL CAPS
<input type="checkbox"/> Script	<input type="checkbox"/> Flush Right	<input type="checkbox"/> Border
<input type="checkbox"/> ROMAN SERIF	<input type="checkbox"/> Shrink to fit	<input type="checkbox"/> Match Sample
<input type="checkbox"/> GOTHIC	<input type="checkbox"/> Fill Stamp	<input type="checkbox"/> Signature Stamp
<input type="checkbox"/> HELVETICA		

**Replacement Ink & Pads**

Item No.	Stamp Item No.	Qty.
One Color Stamp Pads & Ink		Two Color Dater Pads
<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Blue
<input type="checkbox"/> Green	<input type="checkbox"/> Violet	<input type="checkbox"/> Black & Red
		<input type="checkbox"/> Red & Blue

**Copy Desired – Please print, type or stamp sample impression**

**Special Instructions**