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Sales Initials:	Date Placed: mm/dd/year	Date Due: mm/dd/year
Name:		Organization:
Phone:		E-mail:

2
5
6
-
4
5
6
8

ITEM DESCRIPTION	Item Price	Quantity	Total Price

RUSH FEES
 Normal order Completion is 10-14 days.
 Plates: \$5 per plate, when needed less than 48 hours
 All other orders: +20% of order total, when needed in less than 96 hours
 Name tags available in 4 hours or less, no rush fee

_____ If not paid for upfront, then I am personally responsible for full payment of this order:

_____ I recognize that the Arts & Craft Center is not responsible for mistakes or errors on engraving items I supply myself.
WE CAN NOT REPLACE ITEMS WE DO NOT STOCK

	Consignment	Engraving
Fees		
Sales		

Club Discount	
RUSH FEES	
Sub Total	
<u>AMOUNT DUE</u>	

PHONE MESSAGE

spoke to customer

left voicemail

left message with:

Contact Client Information

Initials _____ Date mm/dd/year _____ Method (circle method) _____
 Email / Phone _____

Text/Notes:

PLEASE ATTACH TO ORDER FORM WHEN PICKED UP

_____ / /

NAME LOCATION ITEM DESCRIPTION PICKED UP BY DATE