

OfficeMax® Custom Order Form

FOR YOUR CONVENIENCE, PHOTO COPY THIS ORDER FORM FOR FUTURE USE.

Email order to: customersupport@officemax.com (Subject line: Custom Stamp Order).

For questions, please call 800-808-6886 or email customersupport@officemax.com (Subject line: Custom Stamp Order).
Signatures and Logos must be submitted in actual size to fit stamp ordered and must be in **black ink** on a separate sheet of plain white paper. Customer order is not subject to change or cancellation.

SHIP TO:	*Required Fields
Company:	Account #: 0585149 Consignee: STAMPS
Contact Name:	Email Address:
Address:	OfficeMax will contact you for credit card details when order is processed.
Suite, Room, Floor:	
City, State, Zip:	Release:
Phone:	Routing:
Fax:	SHIPPING INFORMATION: Transit time is 5-10 business days.

<p>*Item No.</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> </table> <p>*Quantity Item Price</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> </table> <p>If no quantity is entered, we will produce one.</p>																					<p>Total Price</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> </table> <p>Rush orders only apply to shipping and will not expedite processing time.</p> <p style="text-align: center;"><input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day</p> <p>Charges will be added to the invoice.</p>										

STAMPS & PADS	SIGN & NAME BADGES
PLEASE CHECK THE APPROPRIATE BOX	PLEASE CHECK THE APPROPRIATE BOX
<p>2000S® Replacement Pads</p> <p><input type="checkbox"/> Replacement Pad 1-Color Stamp Item No. for Replacement Pad _____</p> <p><input type="checkbox"/> Replacement Pad 2-Color Stamp Item No. for Replacement Pad _____</p>	<p>Holder Color (Standard)</p> <p><input type="checkbox"/> Gold <input type="checkbox"/> Black</p> <p><input type="checkbox"/> Silver</p> <p>(Designer)</p> <p><input type="checkbox"/> Black</p> <p><input type="checkbox"/> Gray</p>
<p>Stamp Type Style Choice</p> <p><input type="checkbox"/> Swiss</p> <p><input type="checkbox"/> Times New Roman</p> <p><input type="checkbox"/> Zapf Chancery</p>	<p>Badge Fasteners</p> <p><input type="checkbox"/> Pin Black <input type="checkbox"/> Swivel Cup</p> <p>Wall Sign Backing Tape</p> <p><input type="checkbox"/> Adhesive Tape <input type="checkbox"/> Drill Holes</p> <p><input type="checkbox"/> VELCRO® <input type="checkbox"/> Foam Tape</p> <p><input type="checkbox"/> No Backing</p>

<p>*Stamp & Pad Ink Color</p> <p><input type="checkbox"/> Black <input type="checkbox"/> Green</p> <p><input type="checkbox"/> Red <input type="checkbox"/> Violet</p> <p><input type="checkbox"/> Blue <input type="checkbox"/> Pink (Xstamper Only)</p>	<p>Dater Copy Color</p> <p><input type="checkbox"/> Black <input type="checkbox"/> Green</p> <p><input type="checkbox"/> Red <input type="checkbox"/> Violet</p> <p><input type="checkbox"/> Blue</p>	<p>Date Color</p> <p><input type="radio"/> Black</p> <p><input type="radio"/> Red</p> <p><input type="radio"/> Blue</p>	<p>*Sign Or Badge Color No.</p>	<p>Sign & Name Badges Type Style Choice</p> <p><input type="checkbox"/> Helvetica Medium <input type="checkbox"/> Gothic</p> <p><input type="checkbox"/> Optima <input type="checkbox"/> FUTURA CAPS</p> <p><input type="checkbox"/> Times New Roman</p>
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<p>*PRINT YOUR CUSTOM COPY BELOW:</p>	<p>Special Instructions</p> <p><input type="checkbox"/> CAPS <input type="checkbox"/> Add Border <input type="checkbox"/> Bold</p> <p><input type="checkbox"/> Upper/Lower <input type="checkbox"/> Centered <input type="checkbox"/> Flush Left</p> <p><input type="checkbox"/> Match Sample <input type="checkbox"/> Font Size _____</p> <p>(actual typed or stamped text)</p>
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	<p>Notary Stamp Orders:</p> <p>Please include a copy of notary certificate for all notary stamp orders.</p>
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*TYPE SIZE WILL BE INCREASED TO FILL IN STAMP SIZE ORDERED. IF NO TYPE STYLE, INK OR FORMAT IS CHOSEN, WE WILL DEFAULT TO SWISS CAPS, BLACK INK AND CENTERED FOR STAMPS. FOR SIGNS OR BADGES, GOTHIC, ALL CAPS, BLACK WITH WHITE LETTERING WILL BE CHOSEN. **Note:** If your stamp requires exact measurements please note dimensions in special instructions.

OFFICEMAX USE ONLY:		
LOCATION #	INVOICE #	DATE ENTERED