



1 CUSTOMER INFORMATION

Customer Number (see mailing label) _____

Order Number (if known) _____

Name (please print) _____

Title _____ Dept. _____

Organization _____

Street (No P.O. Boxes) _____ Mail Code _____

City _____ State _____ Zip _____

Daytime Phone (____) _____ - _____ FAX (____) _____ - _____

E-mail _____

Check here if you DO NOT want to receive e-mail promotions and offers.

2 TYPE OR PRINT THE MESSAGE IN THE BOX BELOW:

[Empty box for message]

3 INDICATE THE LETTERS ORDERED:

Product Number	Height	Quantity

4 SPECIFY FONT (Helvetica, Kids, Optima, Times New Roman or Artcraft Bold):

- HELVETICA
- KIDS
- OPTIMA
- TIMES NEW ROMAN
- ARTCRAFT BOLD



HELVETICA will be used if not specified.

5 SPECIFY CASE (UPPER or Upper/Lower):

- UPPER
- Upper/Lower

UPPERCASE will be used if not specified.

6 SPECIFY COLOR FROM THE CHART BELOW:



Photocopy this page for multiple forms.