CLASSIX® by Xstamper®

Please photocopy order form for your convenience.

**No substitutions.**

**IMPORTANT!**
Please fill in your Account # and PO #.

| PO Number |
|---|
| Account Number |

| CUSTOMER INFORMATION | | | DEALER INFORMATION | | |
|---|---|---|---|---|---|
| Order Date | P.O. Number | | Name | | |
| Name | | | Address | | |
| Address | | | City, State, Zip | | |
| City, State, Zip | | | Phone Number | Fax Number | |
| Phone Number | Fax Number | | | | |

| QUANTITY | ITEM NO. | STYLE NO. | PLEASE INDICATE INK COLOR | | | | |
|---|---|---|---|---|---|---|---|
| | _____ | - | Red | Black | Blue | Green | Purple |

PLEASE TYPE OR PRINT LEGIBLY. ONE STYLE NUMBER PER ORDER.

**PRODUCTION INSTRUCTIONS:**
(*please check box*)

- ☐ Shrink to Fit
- ☐ Fill Stamp
- ☐ Caps
- ☐ Upper/Lower
- ☐ Centered
- ☐ Flush Left
- ☐ Add Border
- ☐ Per Sample

**SPECIAL INSTRUCTIONS:**

**EMBOSSING SEALS:**

For round embossing seals, select position on the page:

☐ Left ☐ Right
☐ Top ☐ Bottom

For rectangular embossing seals, select position on the page:

☐ Left ☐ Bottom
☐ Envelope Flap

**Guidelines for Submitting Artwork**

- For logos and artwork, attach original black and white camera-ready art. Photocopies, business cards or faxes of artwork are not acceptable.
- Provide clean black and white sketch for Seals and Round Stamps (i.e. P18) for copy placement.
- Signatures must be written actual size to fit stamp, in black ink, on a separate white unlined sheet and attached. Please ensure that your signature is written clear and bold. Faxes not recommended.
- Custom orders are not subject to change or cancellation.
- Letter size will be reduced if necessary to fit.
- If ink color is not designated, stamp will be produced with black ink, date stamps will be produced with blue (text) and red (date) ink.
- For orders with no specific style # selected (style number 000) and no special instructions, we will use our discretion to make the best finished product.

**E-Mail Artwork Guidelines**

- All digital art must be in 300-600 dpi TIFF format only, no JPEGs or EPS files.
- Black and white bitmap TIFFs only, no grayscale or color artwork is acceptable. Include the item and P.O. or Control # in the e-mail to match up with original order.

**STOCK PRODUCTS & ACCESSORIES**

| Quantity | Stock Number | Description |
|---|---|---|
| | | |
| | | |
| | | |
| | | |