CUSTOM STAMP, SIGN & SEAL ORDER FORM

CAPITAL OFFICE PRODUCTS

210 FENTRESS BLVD.
DAYTONA BEACH, FL 32114
Toll Free 800-552-1340 Local 386-238-1177
Fax Toll Free 800-249-4329 Fax Local 386-238-7567
sales@capofficeproducts.com • www.capofficeproducts.com

Bill To	Purchase Order / Req. #	Date
	Contact Name	Phone & Fax

Ship To	
ATTN:_____	Account # _____ Dept # _____ Email:_____ Proof #_____ PO #_____ ❑ Check here if proof is required before ordering

STAMPS: Please check the appropriate box

❑ Pre-Inked Stamp

❑ Self Inking Stamp

❑ Rubber Stamp

❑ Date Stamp

Quantity	Model #	Ink Color: (Dater Only)
		❑ Black ❑ Red ❑ Blue ❑ Green ❑ 2-color

Layout:
❑ ALL CAPS ❑ Upper and Lower ❑ Centered ❑ Flush Left ❑ **BOLD**

SIGNS AND SEALS: Please check the appropriate box

❑ Traditional Desk Plate & Holder

❑ Traditional Wall Plate & Holder

❑ Designer Desk Plate & Holder

❑ Embossing Seal

❑ Plate ONLY Traditional

❑ Designer Wall Plate & Holder

❑ Plate ONLY Designer

Quantity	Size (Top to Bottom & Left to Right)	Letter Style	❑ ALL CAPS ❑ Upper & Lower Case

Plate Color #	Name Badge Fastener	Sign Fastener
	❑ Magnet ❑ Safety Pin ❑ Bulldog ❑ Swivel Bulldog ❑ Military Clutch	❑ Tape ❑ Velcro ❑ Magnet ❑ Holes

COPY DESIRED (PLEASE PRINT, TYPE OR STAMP A SAMPLE IMPRESSION)

SPECIAL INSTRUCTIONS:

Please note that all custom orders are NOT subject to change, cancellation or return.
Layout will be block type, all CAPs, centered if no layout is marked. Ink color will be black if no ink color is marked.