



PHONE: 902.678.7009
EMAIL: porterstrophy@outlook.com

7 Aberdeen Street, Kentville, NS. B4N 2M9

**** Place orders via email, and outline engraving details in this form or email. Please attach artwork, and photo examples of previous work if you are a returning customer. ****

HOUR OF OPERATION

Monday - 9:30am - 5pm
Tuesday - 9:30am - 5pm
Wednesday - closed to public
Thursday - 9:30am - 5pm
Friday - 9:30am - 5pm
Closed on weekends and ALL government holidays.

CUSTOM ENGRAVING/ORDER REQUEST FORM

www.porterstrophies.com

SIZE CONSTRAINT FOR MACHINES

Laser dimension: Max. - 24" x 12" Min. .625"x.625"
Engraver dimension: Max. 6" sq. Min. .5"x.5"
Sublimation dimension: 13" sq. *Gold, Silver and White Available*

WHAT MATERIALS CAN BE PERSONALIZED?

Wood, hard plastics, stainless steel, lamicoïd, soft metals (gold, silver, pewter), powder coated items, acrylic/glass.

WHAT IS THE LEAD TIME?

We ask that all customers provide a 3 business day turnaround for provided items and in house items. Special orders will take additional time for the shipments to arrive (give at least two weeks notice for special orders). All orders are placed in a queue and are completed in order of deadline and importance. Rush orders may be subject to additional charge.

Rush order fees (*must be approved by engraver*)..... \$25.00

ENGRAVING/ORDER CHECKLIST

Please fill out this form along with your artwork and send to porterstrophy@outlook.com

Returning customers please provide an example picture and/or full description of item requested.

- This form sent via email
- Artwork/Logo attached to email
- Description of item(s) required
If you're looking for something specific please supply the catalog name, page number and product code.
- Returning customer details (*pictures if necessary*)
- Clear instructions, size & placement for job
- Deadline required

Custom orders cannot be canceled once ordered. When an order is submitted we reserve the right to begin production (unless you specify that a quote is requested). All sales final. However if you receive an item with an error on our behalf, we will gladly replace. No refunds will be issued.

PROOFS

Keep in mind that this process will add extra production time to your order. Any requested digital proofs are subject to additional charge. Allow no less than 2 business days for the proof to be sent via email. Lack of quick reply could effect the delivery of some items (e.g., sublimation). Trust and proper communication saves.

Proof fee (*declared by engraver, based on requests*)..... \$25.00

WHAT ARE THE ARTWORK REQUIREMENTS?

Vector artwork (AI, EPS, PDF) will provide the best results. However, we can also work from high resolution JPG, or PNG. A minimum resolution of 300-600 DPI is preferred. We can provide custom artwork design services, if needed, at an extra cost.

BASIC PRICING

Artwork & Design (<i>if applicable</i>).....	\$25.00+
Re-Order Design (<i>if applicable</i>).....	\$15.00+
Engraver Setup.....	\$8.00 per location
Annual/Award Plates.....	\$7.50+
Nametags (<i>pinback</i>).....	\$11.95
Nametags (<i>magnetic</i>).....	\$14.95
Office name plates for desk or door.....	\$14.95+
Lamicoïd signage by square inch (<i>electricians & industry</i>)	
Memorial Plates.....	\$14.95+
Yeti, Glass or Acrylic Laser Etching.....	\$20.00
Medallions.....	\$5.95+
Wooden Wall Plaques.....	\$16.95+
Individual Built Trophy's.....	\$19.95+

Resin awards, Glass, Acrylic, Cups, Annual Plaques and special orders items are the cost in the catalogs plus setup, and engraving. Art and proof fees are potential extra charges.

All prices are subject to change.

STORAGE FEES

Storage Fees will be charge on every annual that remains in our business for over 30 days.....\$25.00+

PORTERS CUSTOM ORDER FORM

www.porterstrophies.com

COMPANY:

ORDERED BY:

ADDRESS:

PICK-UP SHIPPING (charges will be calculated)

PHONE:

EMAIL:

EVENT:

DEADLINE:

*** QUOTE REQUESTED FIRST ***

*** All items chosen from the catalog are subject to distributor availability, please provide a few options.***

*** For generic options that we provide in house (medallions, built trophies and plaques) just list item, size and color without code.***

*** Feel free to use the body of the email to outline more details (or create a spreadsheet), this form is just a template.***

FONT CHOICE (designer will layout and select font that fits the project based off selection below)

- Plain/ Sans-Serif
- Formal/**Serif**
- Fancy/*Scripted*
- Playful/*Modern*

ALIGNMENT

- Align Left
- Centered
- Align Right
- Customized Placement

The above choices are examples and not the actual font you will get.

If you need a specific font, please provide the ttf. file in the email, or ask us if we have it on hand.

Specific layout requests must be done by supplying a digital rendering of format.

QUANTITY	ITEM REQUESTED <i>catalog name, page, product code & description</i>	TEXT <i>check your request for spelling errors</i>	MATERIAL	COLOR	SIZE

SPECIAL INSTRUCTIONS (FEEL FREE TO USE THE BODY OF THE EMAIL TO OUTLINE MORE DETAILS (OR CREATE A SPREADSHEET), THIS FORM IS JUST A TEMPLATE)

This form is intended for Online use and email submission (find form at www.porterstrophies.com).