

PORTERS CUSTOM ORDER FORM

www.porterstrophies.com

<p>COMPANY:</p> <p>ORDERED BY:</p> <p>ADDRESS:</p> <p><input type="checkbox"/> PICK-UP <input type="checkbox"/> SHIPPING (registered mail, paid up front only)</p>	<p>PHONE:</p> <p>EMAIL:</p> <p>DEADLINE:</p> <p style="color: red;">** Client Agrees to Terms & Cond. **</p> <p style="color: red;">*** QUOTE REQUESTED FIRST ***</p>
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*** 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.***

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

*** Feel free to use the body of the email to outline more details (or create a Word or Excel document), this form is intended to be used as an example of what we need from you to be considered a complete order and placed in the queue.***

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 may not be 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.

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

NO CANCELLING ORDERS ONCE SUBMITTED. NO REFUNDS OR EXCHANGES. TIME AND MATERIAL COSTS MONEY.

Art and Proof fees are extra charges. Email to porterstrophy@outlook.com