

Sierra Office Supply

ORDER FORM

(Please print clearly)

Customer Service:
760-873-7730

312 Main Street, Bishop, CA 93154

Order Date: _____ Account#: _____ Dept: _____

Company: _____

Contact: _____

Shipping Address: _____

Phone: Fax: _____

E-Mail: _____

Ship VIA: Our Truck UPS 1st Class

PO#: _____

Ordering Tips:

Order one item per order form, please. Multiple items of the same product code may be ordered on one form. Attach additional pages if necessary. We will match your request as close as possible.

Text Information:

If not specified, HELVETICA type in all CAPS, centered will be used.

Ink Information:

If not specified, BLACK ink will be used for stamps.

Signatures / Artwork:

Attach clean, black and white copy to order form. **DO NOT FAX!** Images are often inconsistent and distorted. Please mail to the address at the bottom of this form.

Stamps & Seals

Self Inking Stamp Item# _____

Pre-Inked Stamp Quantity# _____

Rubber Stamp Ink Color: Black Red

Date/Number Stamp Blue Green Violet

Embossing Seal 2 Color Dater (red

date/blue text)

Stamp Pad: Color _____ Size _____

Text Information:

HELVETICA TIMES SCRIPT

BOLD ITALIC SCRIPT

Upper/Lower ALL CAPS

Centered Flush Left

Border: _____ (style)

Seal Information: Desk Seal Pocket Seal

Seal Impression: From Left From Right

From Bottom From Top

Signs & Badges

Desk Sign: w/holder Plate Only Holder Only

Wall Sign: w/holder Plate Only Holder Only

Name Badge: Standard Uniform Logo

Sign: Aluminum Magnetic Banner

Item#: _____

Quantity: _____

Color Sign: _____

Color Text: _____

Size: height _____ x length _____

Color Holder: Gold Silver Other: _____

Text Information:

GOTHIC ROMAN HELVETICA

Other: _____

Upper/Lower ALL CAPS

Centered Flush Left

Badge Backing:

Safety Pin Magnetic Military Clutch Swivel Clip

Sign Fasteners:

Adhesive Magnetic Velcro Screws

COPY DESIRED: Please print clearly or attach sample

Special Instructions: