

LAM-PLAQ ORDER FORM

Do not write order over document to be laminated!

ORDER DATE: _____



E-MAIL OR FAX TO:

PO# _____

Classic Design Awards, Inc.

6128 LINCOLN AVENUE
MORTON GROVE, IL 60053
PH: (847)470-0855 · FX: (847)470-0857
e-mail: order@classicdesignawards.com

COMPANY NAME _____

NAME/CONTACT _____

STREET ADDRESS _____

SUITE, FLOOR OR DEPT. _____

CITY _____ STATE _____ ZIP _____

() ()
PHONE # _____ FAX # _____

E-MAIL ADDRESS _____

SHIP TO ADDRESS (IF OTHER THAN ABOVE) _____

COMPANY _____

ATTENTION _____

STREET ADDRESS _____

SUITE, FLOOR OR DEPT. _____

CITY _____ STATE _____ ZIP _____

PAYMENT METHOD:

- C.O.D. PRE-PAY OPEN TERMS (Approval Required)
 AMEX MASTERCARD DISCOVER VISA

CREDIT CARD NUMBER _____ EXP. DATE _____ CVV CODE _____

CARDHOLDER _____ STREET # & ZIP CODE (OF C.C. BILLING ADDRESS) _____

SIGNATURE _____

DATE NEEDED: _____ SHIP VIA: _____

If you must have your order by a specific date, please advise us. Priority service charges may apply, as well as overnight shipping charges. Standard production time is 7-10 work days, but times may vary based on time of year.

- PICK UP @ CDA
 UPS GROUND
 UPS 2ND DAY AIR
 UPS NEXT DAY AIR
 FEDEX PRIORITY
 OTHER (SPECIFY) _____

ITEM	DOCUMENT DESCRIPTION	SIZE	IMPORTANT - PLEASE READ:
1			COMPLETED ORDER FORM MUST ACCOMPANY DOCUMENT(S) TO BE LAMINATED
2			
3			USE A SEPARATE PIECE OF PAPER TO DIAGRAM ANY SPECIAL LAYOUT REQUIRED
4			

CONDITION / SPECIAL INSTRUCTIONS

- Excellent Condition** *If not perfect on front and back, please check one or more of the appropriate boxes and sign authorization below.*
- Old Stained Back Wrinkled *Computer file furnished
 Faded Torn White Out
 Stained Front Glued Tape
 Tape Scars Color Copy Other
- _____ Customer's Signature to approve laminating "as is".

HELPFUL HINT...
Don't use paper clips on your documents... use an envelope or plastic bag and sandwich between cardboard to prevent bending.

BEVEL COLORS	TRIM COLORS	FINISH	ATTACHMENTS	COLOR COPY	
<input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Walnut <input type="checkbox"/> White	<input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> White	<input type="checkbox"/> Glossy (High Luster) <input type="checkbox"/> Linen (Matte/Non-Glare)	<input type="checkbox"/> Keyhole (standard) <input type="checkbox"/> Suede Easel <input type="checkbox"/> Both	<input type="checkbox"/> Laminate my original document <input type="checkbox"/> Make color copy for laminating (and return my original)	

BORDER COLORS

- Walnut Black Burl
 White Red Oak
 Blue Green Mahogany

For best results and to prevent risking damage, documents with thermal printing (raised inks) should be color-copied!

Inquire about fast plaques using plexiglass covers on standard size/finish boards.

OFFICE USE ONLY:

*** File Formats Accepted (PC Only)**
EPS, PDF, JPG, Quark, Illustrator CorelDRAW, Word.