



# OfficeMax Custom Stamp Order Form

FOR YOUR CONVENIENCE, PHOTOCOPY THIS ORDER FORM FOR FUTURE USER

ORDER BY FAX OR E-MAIL



Fax: 1-800-825-7023 or Email to: [customersupport@officemax.com](mailto:customersupport@officemax.com)



Questions before ordering? Please call 1-800-808-6886

**Signatures and Logos** must be submitted in actual size to fit stamp ordered and must be in **black ink** on a separate sheet of **white unlined paper**. For signature orders, please submit **three (3)** original signature examples. Signatures and Logos must be mailed to **OfficeMax, 1590 1st Ave, Ottawa, IL 61350 Attn.: Custom Dept.** and will require additional time to ship. Custom order is not subject to change or cancellation and is nonreturnable. Prices valid through December 31, 2013.

SHIP TO (PLEASE PRINT CLEARLY):

PIN \_\_\_\_\_

COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

SUITE, RM., FL. \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ CONSIGNEE# \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PO # \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXP \_\_\_\_\_

COST CENTER \_\_\_\_\_

RELEASE \_\_\_\_\_

ROUTING \_\_\_\_\_

**SHIPPING INFORMATION:** Orders shipped within 5 days.

Please allow for normal transit time from manufacturer.

PLEASE USE ONE ORDER FORM PER ITEM.

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| <b>STAMPS</b> PLEASE CHECK THE APPROPRIATE BOX<br><br><b>Notary Stamp Orders:</b><br>Please include a copy of notary certificate for all notary stamp orders or follow state regulation requirements.<br><br><input type="checkbox"/> Xstamper+ <input type="checkbox"/> ACCU-STAMP+ <input type="checkbox"/> 2000 PLUS+ <input type="checkbox"/> Date Stamp                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                | <b>SIGNS &amp; NAME BADGES</b> PLEASE CHECK THE APPROPRIATE BOX<br><br><input type="checkbox"/> Desk Sign <input type="checkbox"/> Wall Sign <input type="checkbox"/> Name Badges                                     |                                                                                                                                                                                                                                                                                                                                |
| <b>Replacement Pads</b><br><input type="checkbox"/> <b>R1ARP</b> , Replacement Pad 1 - Color, \$9.30<br>Stamp Item No. for Replacement Pad: _____<br><input type="checkbox"/> <b>R1ARP2</b> , Replacement Pad 2 - Color, \$10.30<br>Stamp Item No. for Replacement Pad: _____                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                | <b>Holder Color</b><br>(Standard)<br><input type="checkbox"/> Gold <input type="checkbox"/> Black<br><input type="checkbox"/> Silver<br>(Designer)<br><input type="checkbox"/> Black<br><input type="checkbox"/> Gray | <b>Badge Fasteners</b><br><input type="checkbox"/> Pin Black <input type="checkbox"/> Swivel Clip<br><b>Wall Sign Backing Tape</b><br><input type="checkbox"/> Adhesive Tape <input type="checkbox"/> Drill Holes<br><input type="checkbox"/> VELCRO <input type="checkbox"/> Foam Tape<br><input type="checkbox"/> No Backing |
| <b>Ink Color (STAMP &amp; PAD)</b><br><input type="checkbox"/> Black <input type="checkbox"/> Green<br><input type="checkbox"/> Red <input type="checkbox"/> Violet<br><input type="checkbox"/> Blue <input type="checkbox"/> Pink                                                                                                                                                                                                                                                                                 | <b>Copy Color (DATERS)</b><br><input type="checkbox"/> Black <input type="checkbox"/> Green<br><input type="checkbox"/> Red <input type="checkbox"/> Violet<br><input type="checkbox"/> Blue                                                                                                                                                                   | <b>Date Color</b><br><input type="checkbox"/> Black<br><input type="checkbox"/> Red<br><input type="checkbox"/> Blue                                                                                                  | <b>Plastic Color No.</b><br><b>Sign &amp; Name Badges Typestyle Choice</b><br><input type="checkbox"/> Helvetica Medium <input type="checkbox"/> Gothic<br><input type="checkbox"/> Times New Roman <input type="checkbox"/> FUTURA CAPS<br><input type="checkbox"/> Optima                                                    |
| <b>Stamp Typestyle Choice</b><br><input type="checkbox"/> Helvetica Medium<br><input type="checkbox"/> Times New Roman<br><input type="checkbox"/> Zapf Chancery                                                                                                                                                                                                                                                                                                                                                   | <b>Special Instructions</b> Font Size: _____<br><input type="checkbox"/> Caps <input type="checkbox"/> Add Border <input type="checkbox"/> Flush Left<br><input type="checkbox"/> Upper/Lower <input type="checkbox"/> Centered <input type="checkbox"/> Bold<br><input type="checkbox"/> Match Sample <input type="checkbox"/> (actual typed or stamped text) |                                                                                                                                                                                                                       | <b>Item No.</b> PLEASE USE ONE ORDER FORM PER ITEM.<br>_____<br><b>Quantity</b><br>_____<br>If no quantity is entered, we will produce one<br><b>Item Price</b><br>\$ _____ <input type="checkbox"/> QUOTE ONLY<br><b>Total Price</b><br>\$ _____                                                                              |
| <b>PRINT YOUR CUSTOM COPY BELOW:</b><br><div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p>Type Size will be increased to fill in stamp size ordered. If no typestyle, ink or format is chosen, we will default to helvetica caps, black ink and centered for stamps. For sign or badge, Gothic, All caps, black with white lettering will be chosen.<br/> <b>Note: faxing causes shrinkage, if your stamp requires exact measurements please note dimensions in special instruct</b></p> |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                |
| <b>2013 Order form for pages 1050-1056. Rush orders only apply to shipping and will not expedite processing time:</b><br><input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day<br>Charges will be added to your invoice.                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                |
| <b>OFFICE MAX USE ONLY</b><br>LOCATION _____ INVOICE NO _____ DATE ENTERED _____                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                |

Print Form

E-MAIL FORM

Save Form

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