

ENGRAVING INSTRUCTIONS & ORDER BLANK



Name: _____ Rank: _____ SSN (Last 4 Digits): _____
 Address: _____
 Telephone: () _____ - _____ E-Mail Address: _____
 Today's Date: _____ Today's Time: _____ Salesperson: _____
 Date of Pick-Up: _____ Time of Pick-Up: _____

300 POTOMAC AVENUE, P.O. BOX 1864, QUANTICO, VA 22134, (703) 640-7195, Metro: 690-3244
 (877) 640-7195 • FAX: (703) 640-6809 • <http://www.marineshop.com> • E-Mail: tms@marineshop.com

1. BE SURE TO PRINT LEGIBLY. We cannot be held responsible for errors made if handwriting is illegible.
2. Engraving is priced per individual 'groove' made. (Letters, characters and punctuation are all considered a 'groove'.)
3. Any engraving needed **prior to 24 hours after the order** is taken must be approved by the engraver.
4. Specify where the words are to be engraved. To ensure accurate placement (especially for presento items or any unique set-up), please provide a drawing of the item with the letters and characters appropriately placed. Where applicable, be sure to note "front" or "back" of item, above or below insignia, etc.
5. Payment in full for item and engraving is required in advance.

DIAGRAM OF ITEM and ENGRAVING PLACEMENT

ENGRAVING REQUEST

COSTS: Plate _____
 Set-Up Fee _____
 Extra Letters _____
 Total \$ _____

ENGRAVING STYLES:
 Old English Double Line Block (*Upper and Lower Letters*)
 DOUBLE LINE BLOCK (*All Capital Letters*)
The above is the exact arrangement and spelling of the item(s) purchased to be engraved.

 Signature Date