

**BUCKLEY SPACE FORCE BASE
ENGRAVING SHOP ORDER FORM**

Name: _____ Phone: _____ Unit: _____

Email: _____ Date: _____

GPC (please circle): Y N GPC Holder Name: _____

GPC Holder Email: _____ GPC Holder Phone: _____

Please fill out the following tables as needed. Engraved plates and coins do not need a SKU.

Online Catalog: browse.jdsindustries.com - price quotes via email.

	Product Description	SKU#	QTY	Price	Total
1					
2					
3					
4					

Engraved Plate & Coin Options

Size	Pricing	QTY
1x3"	\$5	
2x4"	\$7	
2x5"	\$8	
3x5"	\$9	
5x6"	\$12	
Coin 2"	\$5	
Coin 3"	\$8	
Custom Size		

Plate color and lettering	Plastic	Metal
Silver Plate/Black Lettering		
Black Plate/Silver Lettering		
Gold Plate/Black Lettering		
Black Plate/Gold Lettering		
Bronze Plate/Black Lettering		
Other:		

Wood coin options	QTY
Birch	
Cherry	
Walnut	

Font options and engraving template on back

FOR ODR STAFF ONLY

Order #: _____

Sales: _____

Customer Graphic Approved: _____

Graphic Fee: _____

Customer contact date: _____

Late pick up fee: _____

Total: _____

Payment received by: _____

Date paid: _____

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Arial		Myriad Pro	
Times New Roman		COPPERPLATE	
Other:		<i>Freestyle</i>	

Please write or type clearly what you want to be engraved below. Please note that some sizes for engraved plaques are limited in space.

LINE 1

LINE 2

LINE 3

LINE 4*

LINE 5

LINE 6

LINE 7

LINE 8

*** Farewell Photo Package is limited to 4 lines of text and no images**

Please submit any graphics via email to buckleyafb@gmail.com in either **.pdf** or **.png** format.

Any intricate or non black and white graphics are subject to a charge of \$20/hour at engraver's discretion. More than one graphic per order is subject to an additional \$5 fee **per item.**

I agree that all text above is ready to be engraved on my order, that any items once paid for or purchased for custom engraving are not refundable, that I will pick up my order in a timely manner (5 BUSINESS DAYS UP TO A TOTAL OF 10 CALENDAR DAYS), and that I have submitted this form (and any graphics) with at least 10 business days prior to when this order is needed.

Customer Signature: _____

Date: _____