



ORDER & DELIVERY HINTS

What is needed to make your custom product?

1. Provide your **Company Name, Address, Phone, Fax and contact** on your order.
 2. **Provide Complete Order:** QTY, ITEM/STYLE, DESCRIPTION etc.
Use references from catalogue. One product type per order sheet.
 4. Use **DATE & REQUIRED BY:** on orders if needed. Call us if it's a **RUSH**.
 5. **PROOF READ ORDERS:** Is it legible and correct? Will it survive (dark print) faxing?
 6. **FAX to 604-594-8627 or 1-800-203-4448** for out of town in Canada.
 7. Stamps and Address Labels, Email: **stamps@westamp.ca**. Engraved/Lasered Signs, Badges, Gifts and Awards, Email: **engraving@westamp.ca**. Banners, Full Colour Signs, Magnets & Vinyl Labels, Email: **banners@westamp.ca**.
Art used is PC based: BMP, JPEG, TIF, EPS, PDF and CDR.
- * **TO HANDLE AN ERROR: Refax the original order as soon as it is discovered. Mark the Error clearly. Note the invoice number with it.**

Westamp's hours are:
8:30 am to 5:00 pm
Monday to Friday.
Closed on Statutory Holidays.

Sample Order #1 (Printy)

Orders for Stamps & Seals for Engineers, Colleges, Immigration, Passports, Banks etc. will not be accepted without an official authorizing letter from agency involved.

Delivery in B.C.

Delivery via Canpar & Express Post.
Standard package \$7.00.1 to 2 days.
Outside GVRD Lower Mainland \$9.00.
Larger Digital Product shipped at cost.
Regular mail for Dies \$1.75 & Labels \$2.50.

Rubber Stamps, Printys, Pre-inked stamps, Stock items, and Address Labels ordered by noon are shipped the next day.

Legal Seals, Engraved Signs & Badges, Stencils, Stationery Embossers, Wax Seals and Banners allow up to 3 working days.

Westamp is flexible and will help you get the product as required. Please call for help.

CUSTOMER ORDER FORM			
		<ul style="list-style-type: none"> • STAMPS • SEALS • SIGNS • SERVICE 	1. PLEASE PRINT CLEARLY 2. ONE TYPE ITEM PER ORDER 3. MARK COLOUR FOR PRINTY OR PRE-INK 4. REFER TO CATALOGUE FOR SIZE & STYLE
CUSTOMER: <u>Jack Bartel</u> P.O. #: _____ DATE: <u>Mar 1st</u> ADDRESS: <u>as below</u> CONTACT: <u>Jack</u> REQUIRED BY: <u>Thur 3:00</u>		SHEET NO: _____ Mr. Printer Inc. 16855-200th Avenue Deroche, B.C. V3C 1B8 Phone: (604) 599-2783 Fax: (604) 599-2738	
PHONE: <u>599-4448</u>		<input type="checkbox"/> WILL CALL <input type="checkbox"/> MAIL <input type="checkbox"/> C.O.D. <input type="checkbox"/> INVOICE <input checked="" type="checkbox"/> PHONE FOR P.U. <input type="checkbox"/> DELIVERY <input type="checkbox"/> COURIER:	
<input checked="" type="checkbox"/> PRINTY <input type="checkbox"/> RUBBER STAMP <input type="checkbox"/> DIE (NAME CHANGE) <input type="checkbox"/> PRE-INKED <input type="checkbox"/> LABELS <input type="checkbox"/> ENG. SIGN <input type="checkbox"/> BADGE <input type="checkbox"/> SEAL <input type="checkbox"/> STOCK ITEM			
QTY	SIZE/STYLE	DESCRIPTION	AMOUNT
1	4911	Mr. & Mrs. J. Bartel 12933-128 Avenue Harrison Mills, B.C. V56 1C2	\$ 20.90
	style A		
SPECIAL INSTRUCTIONS: _____			
<input type="checkbox"/> FLUSH LEFT <input type="checkbox"/> CENTRE <input type="checkbox"/> FLUSH RIGHT <input type="checkbox"/> FORCE JUSTIFY L. & R. <input type="checkbox"/> BORDER			
<input type="checkbox"/> PROOF REQUIRED <input type="checkbox"/> QUOTE REQUIRED OTHER ORDERS: <u>Eng. Sign</u> PICKED-UP: _____ CUST. APPROV: <u>J.B.</u>		G.S.T. <u>1.44</u>	
<input checked="" type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> VIOLET		P.S.T. <u>1.44</u>	
FAX: (604) 594-8627		Toll Free FAX: 1-800-203-4448	
		TOTAL <u>23.36</u>	

Sample Order #2 (Nameplate & Holder)

Terms: Net 30 days or 15th of month following for previous months total Invoices on approved credit. Orders held on accounts overdue.

Engraved Orders:

List all possible details on order sheet.
Details are: letter size/style, plate size, colours, mounting information (for holder) etc. Send samples if unusual and an exact match is required.

Please note if we have made the sign or badges previously & provide invoice number if possible.

Rough proofs are available for some jobs. Standard quotes are handled within a day.
Email: engraving@westamp.ca

CUSTOMER ORDER FORM			
		<ul style="list-style-type: none"> • STAMPS • SEALS • SIGNS • SERVICE 	1. PLEASE PRINT CLEARLY 2. ONE TYPE ITEM PER ORDER 3. MARK COLOUR FOR PRINTY OR PRE-INK 4. REFER TO CATALOGUE FOR SIZE & STYLE
CUSTOMER: <u>Jack Bartel</u> P.O. #: _____ DATE: <u>Mar 1st</u> ADDRESS: _____ CONTACT: <u>Jack</u> REQUIRED BY: <u>Thur 3:00</u>		SHEET NO: _____ Mr. Printer Inc. 16855-200th Avenue Deroche, B.C. V3C 1B8 Phone: (604) 599-2783 Fax: (604) 599-2738	
PHONE: <u>599-4448</u>		<input type="checkbox"/> WILL CALL <input type="checkbox"/> MAIL <input type="checkbox"/> C.O.D. <input type="checkbox"/> INVOICE <input type="checkbox"/> PHONE FOR P.U. <input type="checkbox"/> DELIVERY <input type="checkbox"/> COURIER:	
<input type="checkbox"/> PRINTY <input type="checkbox"/> RUBBER STAMP <input type="checkbox"/> DIE (NAME CHANGE) <input type="checkbox"/> PRE-INKED <input type="checkbox"/> LABELS <input checked="" type="checkbox"/> ENG. SIGN <input type="checkbox"/> BADGE <input type="checkbox"/> SEAL <input type="checkbox"/> STOCK ITEM			
QTY	SIZE/STYLE	DESCRIPTION	AMOUNT
1	2x8	Bartel Plumbing	
1	2x8	Desk Gold Plate Holder	\$16.95
SPECIAL INSTRUCTIONS: <u>style SB Bold Caps Colour: 754</u>			
<input type="checkbox"/> FLUSH LEFT <input type="checkbox"/> CENTRE <input type="checkbox"/> FLUSH RIGHT <input type="checkbox"/> FORCE JUSTIFY L. & R. <input type="checkbox"/> BORDER			
<input type="checkbox"/> PROOF REQUIRED <input type="checkbox"/> QUOTE REQUIRED OTHER ORDERS: <u>Printy</u> PICKED-UP: _____ CUST. APPROV: <u>J.B.</u>		G.S.T. <u>1.19</u>	
<input checked="" type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> VIOLET		P.S.T. <u>1.19</u>	
FAX: (604) 594-8627		Toll Free FAX: 1-800-203-4448	
		TOTAL <u>19.33</u>	