



Rubber Stamp Order Form



Please complete the form, sign, print and date the form and either:-

Post to: **On Time Design, Unit 2, Oxmead Close, Bishops Cleeve, Cheltenham, Glos. GL52 8YS**

FAX to: 01242 677509 or

Send an Email confirming that there are no errors and you are happy for your order to proceed
(please copy & paste the above underlined text and include it in your confirmation email back to us)

Once we receive your completed order form and payment in full, your order will proceed to print.

Account Number: 23555	Order Number:	Order date:
------------------------------	----------------------	--------------------

Customer Name & Address:	Delivery Address: (if different)	For Office Use Only	
Address: On Time Design Unit 2, Oxmead Close Bishops Cleeve Cheltenham Glos Postcode: GL52 8YS Name: Jackie Laming Tel: 01242 677509 Email: info@ontimedesign.co.uk		WORKS ORDER CHECK	
		TYPESET FILE REF.	
		PROOF READ BY:	
		PRICE CHECK	
		FORME NO.	

SELECT YOUR STAMP (S)
Please enter Product Code below

COLOP PRINTER SELF-INKING STAMPS
Self-inking stamp with built in ink pad

PTR

MaxLight XL2 PRE-INKED STAMPS
Pre-inked stamp offering superior impression quality

XL

STAMP-EVER PRE-INKED STAMPS
Quality impressions, no separate ink pad required

SE

EAGLE RUBBER STAMPS
Traditional rubber stamp use with a separate ink pad

RS

COLOP PRINTER DATE STAMP
Self-inking stamp with changeable date facility

OTHER PRODUCTS

PRODUCT CODE:

**PLEASE FAX TO:
01242 677509**

STAMP DETAILS & DIAGRAM AREA

PLEASE PRINT **NEATLY & CLEARLY** THE TEXT REQUIRED
THIS WILL PREVENT YOUR ORDER BEING HELD UP VIA A QUERY
INDICATE MAXIMUM SIZE OF PRINT AREA

QUANTITY

TYPEFACE/STYLE REQUIREMENT & SPECIAL INSTRUCTIONS

TYPEFACE: **BORDER:** **YES** **NO**

UPPER CASE Upper & Lower Case lower case

Flush Left Centred Flush Right

INK COLOUR FOR PRE-INKED & SELF-INKING STAMPS
Black Red Blue Green Violet
NB: if no ink colour is specified we will produce in BLACK ink

IS SEPARATE STAMP PAD REQUIRED FOR RUBBER STAMP?
Black Red Blue Green Violet

VERIFICATION
I Confirm that all details on this order form are correct

Customers Signature:..... Print:.....

On Time Design cannot be held responsible for any errors found once this order form has been signed or we have received email confirmation from you stating that there are no errors

OFEmail	Copy Correct	Paid	<input type="checkbox"/> CC <input type="checkbox"/> DC <input type="checkbox"/> CH <input type="checkbox"/> BT	OFFax	Dispatch	Invoice	Sage
---------	--------------	------	---	-------	----------	---------	------

Website: www.ontimedesign.co.uk Email: info@ontimedesign.co.uk