Please allow 7-10 working days for delivery

MADE TO ORDER STAMPS

Office Stamp Order Form

FOR ENQUIRY ONLY PLEASE TICK ☐

To place your order complete the information and fax it to us on the number below.
(To view our Terms & Conditions of Sale please turn to pages 428 & 429 of the Lyreco catalogue. All stamps have a 12 month warranty)

How to order your bespoke stamp

Step 1 Complete contact details
Step 2 Select type of stamp required (see page 256 for guidance)
Step 3 Give size of imprint required and/or model number and quantity. If you require your stamp to be exactly the same size as text in step 5, then tick 'size as sample'
Step 4 Complete steps a-e to indicate how you want the stamp layout
Step 5 Provide bespoke text
Step 6 Order any extra refills and pads if required (see page 254)

Step 1 - Contact details

Company Name: **Account No:** ☐☐☐☐☐☐☐☐

Delivery address for this order:

Post code: **Contact Name:**
N.B. It is very important to supply a contact name for delivery

Telephone Number Including STD Code: (in case of queries) **Fax No:** **Email address:**

Purchase card No: **Expiry date:** **Order No:**

Step 2 - Select stamp type

(Tick as required)

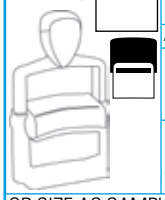
PRE-INKED ☐
No stamp pad required

SELF-INKING ☐
Built-in stamp pad

RUBBER STAMP ☐
For use with a stamp pad
(Stamp pad to be ordered separately - see step 6)

Step 3 - Model / Size

Quantity ☐ Model No. ☐



Actual size of printed impression required

Length (mm) ☐

Depth (mm) ☐

OR SIZE AS SAMPLE (please tick) ☐

Step 4 - Stamp Layout

(Tick as required)

a) Border Yes ☐ No ☐

b) Format
Square ☐ Circle ◯
Rectangle ▭ Oval ⬭

c) Layout
As sample ☐
Flush Left ☐
Centre ☐
Flush Right ☐

d) ALL CAPITALS ☐
Caps and Lower Case ☐

e) Ink Colour - (Not applicable for Rubber Stamps)
Black ☐
Red ☐
Blue ☐
Green ☐
Red/Blue *(Self-inking daters only)* ☐

Internal Use ☐☐☐☐☐☐☐☐

Step 5 - Bespoke Text

Please **PRINT CLEARLY BELOW** the wording you require or provide an imprint of an existing stamp.
Please ensure you differentiate between letters and numbers e.g. S's and 5's.
For stamps with logos or images please send **ORIGINAL BLACK/WHITE ARTWORK** with your order. For stamps with signatures please provide 3 sample signatures in black ink on one sheet of white unlined paper and post with your order form.

Step 6 - Ink pads and Refills

Stamp pads & replacement pads?
ORDER HERE

Stamp Model No ☐
Quantity ☐

Please note: Self inking refills come in packs of 2

Colour (tick as required)
Black ☐ Red ☐ Blue ☐ Green ☐ Red/Blue ☐ (Self-inking daters only)

Customer Signature:

AN INCOMPLETE ORDER FORM WILL RESULT IN THE DELAY OF YOUR ORDER

For England, Scotland, Wales & Northern Ireland, fax your order to either:
Field: **0845 076 2698** Corporate: **0845 762 6999**

For Republic of Ireland, fax your order to either:
Field: **1850 882277** Corporate: **1850 882280**