



# RUBBER STAMP ORDER FORM

## ORDER PROCESS

1. Fill out the form below and email it to Wendell's at [torr@wendellsinc.com](mailto:torr@wendellsinc.com). Use one form for each product you are ordering.
2. U Market Services will contact you with the product number and price.
3. Generate a purchase order in EFS to U Market Services using the product number and price. No stamps will be produced until a EFS purchase order is received by U Market Services.
4. The rubber stamp order will be processed upon receipt of the purchase order at U Market Services. It will take approximately 2 weeks to complete the order from the time the purchase order is received by Wendell's.

## CUSTOMER INFORMATION

Dept. Name: \_\_\_\_\_

Ship to Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Order Date: \_\_\_\_\_

Chart String: \_\_\_\_\_



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## ORDER INFORMATION

For help determining the specifics of your order visit [wendellsinc.com/office-stamps](http://wendellsinc.com/office-stamps) for product examples.

Item #: \_\_\_\_\_ Quantity: \_\_\_\_\_

Brand/Model: \_\_\_\_\_ Color: \_\_\_\_\_

Product: ☐ Pre-inked Stamp ☐ Self-inking Stamp ☐ Rubber Stamp  
☐ Date / Number Stamp ☐ Embossing Seal ☐ Refill Ink ☐ Ink Pad

Ink Color: ☐ Black ☐ Red ☐ Blue ☐ Green ☐ Violet  
Required for  
Self/Pre-inked ☐ 2-Color Dater (Red Date/Blue Text)

Typeface: ☐ Block ☐ **Bold** ☐ Script ☐ Roman Serif

Caps: ☐ UpperCase ☐ ALL CAPS

Alignment: ☐ Centered ☐ Flush Left ☐ Flush Right

Seal: ☐ Desk Seal ☐ Pocket Seal

Seal Impression: ☐ From Left ☐ From Right ☐ From Center ☐ From Bottom

Text for Stamp:

Special Instructions: