PHOTOENGRAVING ORDER FORM

Please check off type of application and complete boxes 1. -7. For E-mail orders please remember to fax this form and a proof of your file to 989-725-8084.
Ordering E-mail: imaging@owosso.com

❒ **Hot Stamping** ❒ **Rubber Stamp Master** ❒ **Intaglio**
❒ **Debossing** ❒ **Pantograph Master** ❒ **Other,** please specify
❒ **Letterpress** ❒ **Mold** _____

800-444-5552

Acct # _____ ❒**I am a new customer**
Company _____
Address _____
City _____
State _____ **Zip** _____
Phone # _____

Ship To:
_____
_____
_____

Date _____
P.O.# _____
Date Required _____
Contact Person _____

E-Mail _____ **Quantity of Dies**_____

1. METAL CHOICE

Magnesium **Same Day Turn-around***
- ❒**16g** (.064"/1.63mm)
- ❒ **.080** (2.032mm)
- ❒ **11pt** (.153"/3.86mm)
- ❒ **¼"** (.250"/6.35mm)
- ❒ **3/8"** (.375/9.525mm)

Copper **Next Day Turn-around***
- ❒ **16g** (.064"/1.63mm)
- ❒ **¼"** (.250"/6.35mm)

*** Turn-around time based on order received by 10am/EST**

2. PLATE OUTCOME

On the **finished plate** the **IMAGE** should be:
❒ Raised ***or*** ❒ Recessed
❒ Right Reading ***or*** ❒ Wrong Reading

3. IMAGE SIZE

❒ **Same Size**
❒ **Size Change** Indicate by:
Percent **OR** **Most critical dimension**
Shoot at _____ ⇆ Width
_____% ↓↑ Height

4. FINISHING Mark all that apply

❒ **UNMOUNTED** ❒ **Bevel edge** (for lock-up) ❒ **Holes Drilled**
OR
❒ **MOUNTED Type High on:** ❒ **Wood Base** ***or*** ❒ **Magnesium Base**
(16 Gauge cannot be mounted on mag)

❒ **Finished PLATE SIZE** _____X_____ (width x height)

❒ **Trim with extra** _____ outside image area

CROP/TICK MARKS ❒ **Leave on the die** ❒ **Saw on crop/tick marks**

LINE SCREEN ❒ **65 line screen** ❒ **85 line screen** ❒ **100 line screen** ❒ **Other** _____

5. SHIPPING INSTRUCTIONS

✱ Shipped UPS Ground if no other shipping instructions are provided.
Delivery times are standard times only, check availability in your area.

UPS
❒ Ground ✱
❒ Next Day Air (10:30am)
❒ NDA – Saver (3pm)
❒ 2nd Day Air
❒ 2nd Day Air AM (noon)
❒ 3 Day Select
❒ NDA Early AM (8:30am-when available)
❒ Saturday Delivery
❒ Direct Billing Acct#: _____

FED EX
❒ Priority (10:30 am)
❒ Standard (5 pm)
❒ 2 day
❒ Saver (3 Day)
❒ First Overnight (8:30am)
❒ Saturday Delivery
❒ Direct Billing Acct#: _____

U.S. MAIL
❒ First Class ❒ Express
❒ Priority

6. ELECTRONIC FILE INFORMATION

Platform: ❒ MAC ❒ PC
File Name _____
Design Format:
❒ Illustrator ❒ Freehand ❒ Quark
❒ Pagemaker ❒ CorelDraw
❒ Other _____

7. METHOD OF PAYMENT

❒ **Credit Card** ❒ **COD** *All orders must be paid by credit card or COD until credit is established.*
☐ **Visa** ☐ **MasterCard** ☐ **Discover**

__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/

Name _____ _____Exp. Date ___/___
Signature_____
☐ Invoice my company – credit is established

SPECIAL INSTRUCTIONS

Owosso Graphic Arts, Inc. • 151 N. Delaney Rd. • Owosso, MI 48867 800-444-5552

OWOSSO is committed to product quality and customer satisfaction. Please examine your order immediately upon arrival. Inquiries concerning defects, errors, or shortages need to be made within 10 working days of the receipt of your order. If there is a manufacturing defect in the die, we will replace it immediately at no charge. Warranty covers replacement of the die only that has a manufacturing defect. OWOSSO is not liable for any other warranties, expressed or implied, or for damages which may be direct, incidental or consequential to use of the dies. Dies made from incomplete or miss-marked instructions do not qualify for no-charge warranty replacement.