



**Purchasing Cooperative**

**Custom Engraved Products Order Form**

18639 - 80th Ave. S. , P.O. Box 5550 ~ Kent, WA 98064-5550 ~ Phone: 425-251-8115, 800-422-5019 ~ Fax 253-395-5402 ~ www.kcda.org

District \_\_\_\_\_ Date: \_\_\_\_\_

Ship to Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

School/Ordering Site \_\_\_\_\_ Mark For \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Credit Card     Purchase Order    Quoted Price \$ \_\_\_\_\_    KCDA Will contact you with pricing and for approval.

**Engraved Desk/Wall Sign or Name Badge**  
If your \*Quantity is more than one and they have different copy, please attach a list of names or text as necessary

**Desk Sign**

- Plate & Holder
- Plate Only
- Holder Only
- \*QTY



Material Color \_\_\_\_\_

Holder Color \_\_\_\_\_

See color choices below

**Wall Sign**

- Plate & Holder
- Plate Only
- Holder Only
- \*QTY
- Adhesive Tape
- Screw Holes
- Magnetic Tape
- Velcro Strips



Material Color \_\_\_\_\_

Holder Color \_\_\_\_\_

See color choices below

**Name Badge**

- Pin Back
- Magnet Back
- Pocket Insert
- Swivel Clip
- Beveled Edge
- Rounded Corners
- \*QTY



Material Color \_\_\_\_\_

See color choices below

**Type Face Information and Layout (Choose Your Options).**  
Default typeface will be all capital letters, centered and arial font.

**Font Type:**

- Arial - San-sarif
- Times - Sarif
- Script*

**Typeface**

- Type Weight**
- Regular
- Bold**
- Italic*

**Type Case**

- ALL CAPS
- Upper/Lower Case

**Type Layout**

- Centered
- Flush Left

**For a desk or wall sign please choose a sign holder color and a material color.**  
**For a Name Badge please choose a material color.**

**Sign Holder Colors:**

- Gold
- Silver
- Black

**Plate Material Color Number (Surface/Typeface)**

X01 Black/White	G09 Ivory/Brown	X32 Oak/White	X44 BR Alum/Black
X02 White/Black	X16 Royal Blue/White	G64 Cocoa/Brown	X45 BR Alum/Blue
X03 Red/White	X17 Smoke Grey/White	G65 Cocoa/White	X46 Polished Gold/Black
X04 French Blue/White	X18 Smoke Grey/Black	G66 Brown/White	
X06 Yellow/Black	X25 White/Red	G70 Apple Green/White	
X08 Sapphire Blue/White	X31 Walnut/White	X43 BR Brass/Black	

**Copy/Text for Engraved Products.**

List Size Needed: \_\_\_\_\_

Copy Desired: \_\_\_\_\_