KCDA Purchasing Cooperative

Custom Stamp and Embossing Seal 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.

Embossing Seal - For notary seals or stamps please provide a copy of your certificate.

Seal Model:	Impression from:	Copy for Embossing Seal
☐ Desk ☐ Pocket *QTY *QTY	☐ Left ☐ Top ☐ Right ☐ Bottom	

Stamp Type (Choose One Stamp per Form).
If your *Quantity is more than one and they have different copy, please attach a list of names or text as necessary.

☐ Generic Pre-Ink Stamp *QTY	☐ Xstamper Brand Pre-Ink Stamp *QTY	☐ Self-Inking Stamp *QTY	☐ Self-Inking Machine *QTY	☐ Rubber Stamp With Handle *QTY	☐ Rubber Stamp No Handle *QTY

Stamp Size. To find the size of the stamp you need, measure the area that you will be stamping, for example if you are requesting a return address stamp, measure the area in the left top corner of the envelope.

List Approximate Size Needed: _____

Type Face Information and Layout (Choose Your Options).
Default typeface will be all capital letters, centered, arial font with black ink unless otherwise specified.

☐ Arial - San-sarif ☐ Times - Sarif ☐ Script	☐ ALL CAPS ☐ Upper/Lower Case	☐ Regular ☐ **Bold** ☐ Italic	☐ Centered ☐ Flush Left	☐ Border	☐ Match Sample as Close as Possible ☐ Large as Possible to Fit Stamp ☐ Shrink to Fit Stamp

Ink Color (Choose the Ink Color for Your Stamp)

☐ Black ☐ Blue ☐ Green ☐ Purple ☐ Red

Purchase Replacement Re-Inking Fluid and Stamp Pads - Color Choices Black, Blue Green, Purple and Red

Pre-Inked	Xstamper	Self-Inking	Stamp Pads are availble to purchase on www.kcda.org - search "stamp pads" for your choices.
☐ 1/4 oz Color: _____	☐ 10 ml ☐ 20 ml ☐ 60 ml Color: _____	☐ 1 oz ☐ 2 oz Color: _____	

Copy/Text for Stamps and Daters. For signatures & artwork, attach clean, unlined black & white copy to order form.
Faxing is not recommended, as images are often inconsistent and distorted. Sample stamp impressions will be matched as close as possible.

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Please Complete Form and Fax to KCDA Customer Service at 253-395-5402

01/2019