

**FREE Set-Up**

**FREE Artwork Assistance**

**FREE Shipping**

**NATIONAL CUSTOM INSIGNIA, INC. ORDER FORM**

**Bill To:** Today's Date

**Company Name** \_\_\_\_\_

**Attention** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Daytime Phone** ( ) \_\_\_\_\_

**Email** \_\_\_\_\_

**Ship To:** **(If Different Than Billing Address)**  
Please, No P.O. Boxes

**Company Name** \_\_\_\_\_

**Attention** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Daytime Phone** ( ) \_\_\_\_\_

**Fax Number** ( ) \_\_\_\_\_

Quantity	Size	Description / Production Process	Plating	Back Attachment	Unit Price	TOTAL

**Artwork:**  
**Art Preparation:** Email your artwork to: artwork@lapelpins.com  
 If needed, we offer design and art preparation assistance, FREE OF CHARGE.

**Date Needed:**  
**Normal Delivery:** 3-4 weeks after art approval.  
 Your order will be shipped via UPS ground service FREE OF CHARGE.  
 Orders requiring air freight services will be charged accordingly.

Date Needed

<b>SUBTOTAL</b>	
<b>DIE CHARGE (if applicable)</b>	
<b>AIR SHIPPING (if applicable)</b>	
<b>SALES TAX (FL only)</b>	
<b>TOTAL</b>	

**Method of Payment:**

**Check or Money Order** (Made payable to: NATIONAL CUSTOM INSIGNIA, INC.)

**VISA**    **MasterCard**    **Discover**    **American Express**

**Online Payment**

**Name of Cardholder** \_\_\_\_\_

**Card Number** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

**Cardholder Signature** \_\_\_\_\_

*Thank you for your order!*

**Satisfaction Guaranteed**  
 If you are not completely satisfied with your order we will either promptly refund your investment cost in full, or re-make your order FREE OF CHARGE – whichever you prefer, no questions asked.

**If Paying By Credit Card  
 You May Fax Your Order To  
 1-800-649-3893 • Int'l: 727-781-8506**



**Questions? Call us Toll Free at: 1-800-781-8806**

## General Information- TERMS & CONDITIONS

### Acknowledgments:

All orders will be acknowledged promptly with an estimated shipping date. Please review the acknowledgment carefully and let us know if there are any differences from your original instructions.

### Artwork:

Camera-ready artwork supplied in electronic vector format is preferred. All text should be converted to outlines or curves in order to reproduce your design exactly. If you need assistance with your artwork, we offer art and design services free of charge with a confirmed order. For our Photo Image items, supply a proper image in high resolution.

### Changes or Cancellations:

Any changes or cancellations are subject to charges based on costs incurred up to time of your request. No change is accepted once an order is in production. It will be processed as a new order.

### Delivery Time:

Our delivery times range between one and six weeks after receipt of an order and approval of artwork (please refer to the appropriate item on this website for the normal delivery times listed). However, some delivery times may vary depending upon the quantity, production methods used, or uniqueness of your design requirements.

### Dies:

All custom dies are maintained for the exclusive use of our original customer and remain the property of National Custom Insignia, Inc. Dies are kept for a period of three years from date of last order.

### Guarantee/Warranty:

We feel our 100% money-back guarantee is the best in the industry. We guarantee all our products to be of the finest quality and superior craftsmanship. If for any reason, you are not completely satisfied with your purchase, we will either promptly refund your investment cost in full, or re-make your order FREE OF CHARGE - whichever you prefer, no questions asked.

Our jewelry is guaranteed against material failure and is covered by a full manufacturer's lifetime warranty. Normal wear and tear, abuse, and the loss of precious stones are not covered. This warranty also includes free ring resizing. Rings can be resized within two sizes. For resizing greater than two sizes, there will be a fee incurred. Any jewelry item requiring service under this warranty will be repaired or replaced at no charge. Please note that any repair work done to your jewelry outside our factory will void this warranty.

### Less Than Minimum:

Quantities less than those specified are not available.

### Overruns and Underruns:

We reserve the right to ship and invoice 5% over or under the quantity ordered.

### Packaging:

Unless specified, all pins are individually poly-bagged and precious metal jewelry items in gift box. Alternative packaging is available, contact us for details.

### Payment Terms:

Payment is required with order. We accept Visa, MasterCard, American Express, Discover, check or money order. All credit card orders are verified to the fullest extent.

### Phone & Handwritten Orders:

Phone orders for custom items is not accepted. We will not be responsible for errors on handwritten orders.

### Pin Size:

Pricing of pins is based on the longest dimension.

### Precious Metals:

Prices are subject to change without notice due to precious metal market price fluctuations.

### Pre-Production Samples:

A sample before production is available at a cost of the item plus any set-up and die charges. Contact us for these charges. Sample charges will be refunded towards an approved order without any changes. Please note that a sample may delay final delivery up to 3 weeks. Speculative samples are not available.

### Privacy Policy:

Your privacy is very important to us and we are committed to respecting your online privacy and recognize your need for appropriate protection of any personal information you share with us. We use the information you provide about yourself when placing an order only to complete that order. We do not share this information with any outside parties except to the extent necessary to complete that order. We will never share your credit card number with any third party. You will not receive emails or telephone solicitations. We use secure transmission when you give us your credit card information so you can be assured your information is completely safe.

### Returns:

A written authorization must be obtained from us before an item can be returned.

### Rush Orders:

All orders requiring less than normal delivery time must be confirmed with us and are subject to a surcharge.

### Shipping Method:

All orders are shipped free of charge via UPS Ground service unless otherwise specified. Orders requiring air freight services will be charged accordingly.

### Trademarks:

National Custom Insignia, Inc. assumes that its customers have the rights for usage on all trademarked, service marked and / or copyrighted logos and designs sent to us for reproduction. We assume no liability in any trademark, service mark or copyright infringement disputes. Should we determine the product may require a license to merchandise, we will require a copy of your authorization.

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All prices, specifications and terms of sale on this website are subject to change without prior notice. All orders are subject to approval by National Custom Insignia, Inc. and are not binding until accepted by us. We reserve the right to refuse any order at any time. All orders are subject to availability of materials and component parts. National Custom Insignia, Inc. shall not be liable for inability to ship any order(s) due to material or part shortages.

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