

Preparing Your Order

In order to provide you with the best possible result, please help us by observing the following points when preparing your order. And remember, we'd rather have *too much* information than not enough!

1. If possible, do **not** assemble pens/pencils. Send each turned, polished barrel in a separate bag with a note indicating the text for that barrel and whether it is a top or bottom barrel. Also, mark with tape or paint pen just inside the tube to indicate which end is the tip or clip end, and include this in your description.
2. If applicable, (for instance, for a box or assembled pen), draw a diagram indicating the placement of the engraving.
3. Specify whether you would like a block or script font style. Requests for specific fonts will be honored if at all possible.
4. When sending artwork to be scanned, remember that a good, clean, oversized original will give the best result. For signatures, please send originals in black ink (no photocopies). Signatures exceeding 2.5" wide or 1/4" high will be reduced accordingly.
5. Please include a daytime phone number so that we may reach you if we have any questions.
6. Any additional instructions.

WoodWrite Ltd.

Laser Engraving Service

WoodWrite, Ltd. now offers laser engraving of Acrylic, Anodized Aluminum, Coated Metals, Composites, Fabric, Fiberglass, Glass, Laminated Plastics, Leather, Marble, Masonite, Melamine, Nylon, Plastics, Polyester, Stone, Veneer, Vinyl, and Wood. Generally speaking, our state of the art Universal™ system can engrave any substance whose surface can be safely burned or melted. **WoodWrite, Ltd.** offers a number of items suitable for engraving, such as plaques, glass picture frames, and wooden pen boxes. New items will be added to our web site as they become available. Call for details.

Costs & Specs

The cost for engraving pens/pencils/boxes is \$2.00 per line, minimum of 10 lines or \$20 per shipment, plus shipping. Quantities over 100 lines receive a 25% discount. Each line may contain different text.

Most logos on pens/pencils/boxes may be etched at the \$2.00 per line charge. Image must be provided printed oversize on clean, glossy paper (no faxes), or on an IBM compatible disk (.pcs, .bmp, .gif, .jpg, .tif - no MAC files). For the purpose of an accurate quote, please send or fax a copy of the graphic. A logo and a name on a box will be considered two lines.

Imprint will be sized for best visual effect. Artwork by fax or copy from a business card or letterhead is not considered camera ready art. Images which need to be digitally enhanced will be billed at the rate of \$50 per hour.

Ordering

1. All orders are accepted subject to our standard delivery terms. Normally, we will return ship within two working days for pens, pencils, and boxes, depending on quantity. If, for any reason, **WoodWrite, Ltd.** cannot meet these parameters, you will be contacted by our sales rep.
2. All orders must be accompanied by a valid MasterCard or VISA number, check, or money order.
3. **WoodWrite, Ltd.** will not accept changes to an order unless done so by fax or letter and confirmed by **WoodWrite, Ltd.**
4. **WoodWrite, Ltd.** reserves the right to change prices without notice.
5. Materials to be engraved must be accompanied by clear, detailed instructions for engraving (see Preparing Your Order).

Returns: In the unlikely event that we make an error and the merchandise is returned to us within 30 days, **WoodWrite, Ltd.** will rerun the job. Written authorization is required for any returns. **Cancellations** will not be accepted unless received in writing (or via fax) and confirmed by **WoodWrite, Ltd.** Charges will apply for any materials used and completed prior to notification. **Trademark Usage:** the customer agrees to hold **WoodWrite, Ltd.** harmless to any damages, costs and expenses when they arise under all laws as consequence of customer-provided Trade-mark, Service Mark, Copyright, or other materials undertaken by this agreement. A release will be provided in these instances.

www.WoodWriteLtd.com ~ 888.966.3974