



Russell-Hampton Co.

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RECOGNITION AWARDS & ENGRAVING INSTRUCTIONS ORDER FORM

For our complete line of recognition awards, please refer to our website. If ordering a number of engraved awards, for your convenience, first fill out the "ship to" information, then photocopy this order form, or call us for additional copies. Many of our awards include the custom engraving. Otherwise, engraving costs \$.20 per letter for our professional custom engraving. Although most of the year we can fill your engraved orders within 1-2 working days, during the months of April-June, please allow 2 weeks for engraving.

- Award item number and description: _____
- Engrave this award per instructions below.
- Ship this order blank (without engraving).

ENGRAVING INSTRUCTIONS

PLEASE PRINT OR TYPE CLEARLY! Please review all spelling, we will engrave **exactly** as written or typed!

Traditional

Presented to	
1. _____	
President	
Rotary Club of	
2. _____	
3. _____ - _____	

1. Name
2. Club Name & 2-Letter State Abbreviation
3. Years

Option 1

Presented to	
1. _____	
President	
2. _____ - _____	
Rotary Club of	
3. _____	

1. Name
2. Years
3. Club Name & 2-Letter State Abbreviation

Option 2

Presented to	
1. _____	
President	
2. _____ - _____	
3. _____	
Rotary Club	

1. Name
2. Years
3. Club Name

SHIP TO

****DATE NEEDED:** _____

CLUB NAME **OR** DISTRICT#: _____

ATTENTION: _____

C/O BUSINESS NAME* _____

*For lower shipping charges provide a business name and street address.

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

DAYTIME PHONE#: _____

E-MAIL ADDRESS: _____

****Every effort will be made to meet the requested date, but cannot be guaranteed. Special handling such as overnight shipping available at additional cost.**

Rotary International License #96-4A0158