



Design Visions  
P.O.B 595192  
Dallas, Texas 75359

# Custom Design Work Sheet

**NOTE: Since all items are custom to your specifications, please complete as much detail as possible to ensure accuracy. A SALESPERSON WILL CALL TO VERIFY ALL INFORMATION PROVIDED.**

Date: \_\_\_\_\_ Event/Reference Name: \_\_\_\_\_ Customer # \_\_\_\_\_

CUSTOMER  NEW Order; P.O.# \_\_\_\_\_  REPEAT; Previous Order # \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Prov.: \_\_\_\_\_

Zip/Postal: \_\_\_\_\_ Phone : \_\_\_\_\_ Fax : \_\_\_\_\_ e-mail : \_\_\_\_\_

SHIPPING Date of EVENT: \_\_\_\_\_ "IN-HANDS" Date: \_\_\_\_\_

SHIP Date: \_\_\_\_\_ Shipping METHOD Preferred: \_\_\_\_\_

SHIP TO: (AS ABOVE) Company: \_\_\_\_\_ Attn: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Prov. \_\_\_\_\_

Zip/Postal: \_\_\_\_\_ Phone: \_\_\_\_\_ (Notes:)

PRODUCT(S): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

STERLING SILVER  PEWTER  OTHER: \_\_\_\_\_

ONE SIDED  TWO SIDED  3D  ENGRAVE - ABLE  REGULAR LOOP  NO LOOP  SPECIAL LOOP

Quantity: \_\_\_\_\_

Approx. Size \_\_\_\_\_

Metal: Sterling / Pewter / Other: \_\_\_\_\_

Finish: Oxidize / Bright / Hand Finish / Other \_\_\_\_\_

Packaging: Bulk / Clear Sleeve / Velvet Boxes / Custom: \_\_\_\_\_

Adornments / Special Attachments: \_\_\_\_\_

## ARTWORK

Design Visions to do Artwork  Artwork to be provided  'Attachment' of Artwork included  Sample to be sent

In order to process your orders without delay - and to minimize your potential art charges - please note the following guidelines when creating your artwork for submissions to Design Visions (info@DesignVisions-USA.com )  
Production-Ready artwork is best submitted as black and white (RGB) vector art created in a **vector program (.pdf / .eps / .ai FORMATS FROM THE FOLLOWING PROGRAMS: Adobe Illustrator / CorelDraw .** We can of course accept and work with, almost any file format received - but you will save time and expense if this format can be used. Hard copies, grayscale and color scanned images (e.g.:jpg) are layouts only - artwork charges will apply to convert to vector art.

General Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Order / Company Policies (see policy tab for more info)

**NEW customers** - 50% down / Balance C.O.D.

**Payment:** Visa / Mastercard / Discover / Wire Transfer / Net 30 (upon approval of credit)

**Pre-Production** - Artwork / mold & set up are non refundable - samples pieces are approved prior to production run

**Production Run:** 5% Over / Under to be expected on "custom" orders

Shipping: F.O.B. Garland, Texas / If shipping method is not specified by customer, Design Visions reserves the right to select the most appropriate method to meet "in-hand" date.

Use of Product: Customer to advise Design Visions if any custom product to be used in embedment / mounting / special packaging, etc. - or Design Visions is not responsible for outcome.