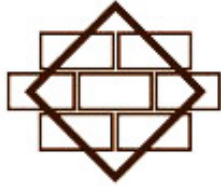


PLEASE NOTE: IT'S NOT POSSIBLE TO START WORKING ON YOUR DONOR WEBSITE UNTIL WE RECEIVE ALL REQUIRED INFORMATION, IF YOU HAVE QUESTIONS PLEASE CONTACT US AT 1-800-546-7993



POLAR ENGRAVING
LASER TECHNOLOGY

~Simply The Best!

BRICK AND TILE ENGRAVERS SINCE 1998

Donor Website Order Form

Organization Name:	
Contact Person's Name:	
Telephone Number:	
Email Address:	
Shipping Information	
Address:	
Address:	
City:	
State:	
Zip Code:	

Please provide us with the following information for your website.

- A written description of your project or fundraiser.
- 2 or 3 images you would like on your site
- (Optional) banner image; size should be 960px x 200px
- Please email all your information and any additional clip art or logos for your site to MySite@polarengraving.com

Would you like us to design your brochure?	
PayPal ID (Should be your login email address):	
Check Payable To:	
Mailing Address:	
Mailing Address:	
City:	
State:	
Zip:	
Engraving font chosen by your organization:	

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Concrete Bricks

You can pick up to two colors per size or a random selection of all 4 colors.

Sizes available: 4" x 8", 8" x 8" & 12" x 12"

Colors available: Color # 5 Brown (Tan), Color # 7 Gray, Color # 9 Beige (Vanilla), Color # 10 Red.

Clay Bricks:

Sizes Available: 4" x 8" & 8" x 8"

Colors Available: Color # 30 Clear Red Rustic Clay (Whitacre Greer)

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Porcelain Tiles.

Sizes Available: 6" x 6" & 12" x 12" in Beige

Sizes Available: 6" x 6" only in Brown

Porcelain Wood Tiles.

Sizes Available: 6" x 12"

Quarry Tiles.

Sizes Available: 4" x 8", 8" x 8" & (12" x 12" only available in Red)

Colors Available: Beige, Gray & Red

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Donor Keepsakes:

We offer optional 4" x 4" Replica Tiles as an additional revenue stream for your project. Please indicate below how much you would like to sell them for. Your cost is \$10.00 per tile.

Replica Tile Price:	
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Clip Art, Logos or Artwork:

Please indicate ID# for clip art from our library. Refer to our clip art library online:

<http://polarengraving.com/clip-art-gallery/>

We can also add your own clip art or logos. Custom clipart/logos/artwork must be emailed to

MySite@polarengraving.com together with the rest of your information.

If you would like ALL clip art or one type of clip art (military, religious, cats, dogs, etc.) please let us know:

Would you like your donors to be able to upload their own custom clip art and logos?

YES

NO

EX:# A01				

(Name of Organization)

(Print Name of Contact Person)

X _____

(Signature)

(Date)

Polar Engraving Offers the Free Donor Website as a free service to our clients to help with their fundraising efforts. By signing this agreement you agree that you have read and accepted Polar Engraving's Site Terms and Conditions of Use.

Please complete, sign and email to: MySite@polarengraving.com

Or Mail To:

***Polar Engraving
6166 Taylor Rd. #105
Naples FL 34109***

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Important Company Policies

Payment, Ordering and Production Time:

Your order must be submitted using our order forms and emailed to us.

We do not accept paper order forms or faxes. The order forms are available online at <http://polarengraving.com/order-forms/> or we can email you the form.

We do not start engraving your order until we receive **full payment of your invoice**.

You can mail us a check or pay by Visa or MasterCard over the phone.

If you want to pay with a Visa, MasterCard or American Express we charge a 2.5% processing fee (min. \$5). To mail us a check use the address below.

Polar Engraving
6166 Taylor Road Unit 105
Naples, FL 34109

Our regular production time is 3-6 weeks for the engraving and we ship right after.

If you need your order sooner, we can accommodate you with a rush order. We accept rush orders on a case by case basis depending on current production load, please call us if you think your order may require rush order service.

The rush order guarantees we start working on your order the next business day after we receive payment. Your order will ship as soon as it is ready. This **does not** include rush shipping.

The rush order fee is \$50 for orders under \$500 or 10% of your invoice if it is above \$500.

Donor Website and Brochure Order Form:

Once we have all the required information we need, we will set up your donor website.

The donor website can take up to 7-10 business days to be completed.

When your donor website is complete, you will receive an email with your URL for review and approval.

After you review your website we will allow for one more round of revisions or changes of your website within the first 30 days. If you require further revisions or changes after this we will charge you a \$100 administrative fee. After the first 30 days, we can modify your website with no additional administrative fees.

Once you approve your donor website, we can create your brochure order form.

We will use the same information as your donor website.

The turnaround time for the brochure can take up to 7 business days.

Once it is completed, we will email you the brochure as a Word and PDF file.

Should you need to make any changes, you can always modify the Word document.

We **do not** print your brochure order form, we only provide the electronic file. Your organization would be responsible for printing.

By checking off this box, your organization confirms that you have read and accepted Polar Engraving's important company policies.