

Ready to order your awards?

Send in your order.

You can fill out the order form online or simply send an email indicating which items you would like.

Proofs will be prepared for each award.

We will email your proofs as pdf files. You can make any changes to format, font, etc.

Include all order info.

Be sure to include text for the engraved plate, graphics you'd like to include in the layout, shipping information and date needed in hand.

Production of your order.

Please allow 4 weeks for production. If you need the items sooner, just let us know and we will do everything to accommodate your deadline.

Proofs....Again.

If you make any changes, we'll send another proof with those adjustments until we get it just right.

Pack & Ship

We ship UPS for most award orders. It takes 5-6 business days for most East Coast destinations. 1-2 days for West Coast deliveries. We do offer expedited shipping if needed.

Yeah! You receive your order.

Please look over the items and let us know right away if there are any problems.

Thank you!
We look forward to serving you again.

Post a review or recommend us to your colleagues

If you received excellent service please help us with a review or recommendation. If there was any way we could improve, we want to hear from you so that we can improve.

Billing and Payment

We do not require payment before we produce and ship your order. On the day your order ships we will email an invoice. You may pay directly from the link in the invoice or send a check.