

## 5 SIMPLE STEPS TO PLACING YOUR ORDER

### 1 MAKE AN ENQUIRY



Give us your brief using the enquiry form on our website:

The type of award, the quantity, the date of the event and your budget.

SEND US  
YOUR BRIEF  
ONLINE

We'll send you...

### 2 ARTWORK & A QUOTE



Our design team will design a range of options and send them over with a quote.

Using the latest software, we'll produce stunning 2D and 3D visuals to give you an accurate image of what your award will look like.

*This service is FREE and there is no obligation to place an order.*



If you're happy,  
you can then...

### 3 PLACE YOUR ORDER



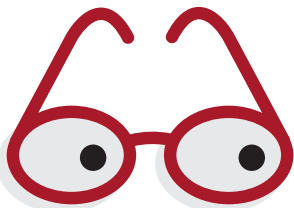
We will send you an order confirmation showing exactly what you will be getting, where it will be delivered and when.

When we receive approval, we can then order materials and begin manufacturing your awards.



And then it's time for...

### 4 PROOFING



Before we engrave or print anything we will send you a proof of each individual award to show you how it will look.

This is your chance to check for layout problems and spelling mistakes.



Then the final step is...

### 5 DELIVERY



We will then ship your awards to you using our next day courier.

For sculptured awards and trophies, we ideally aim for a five or six week lead-time. For all others, this is shortened to four or five weeks. However, if you have a tight deadline, we will do our utmost to meet your requirements.



CONTACT US TODAY TO GET A FREE DESIGN QUOTE