

Order Form

Healy Awards Inc. N94 W14431 Garwin Mace Drive Menomonee Falls, WI 53051

PHONE 1-800-558-1696
or 262-255-7770

FAX 1-800-900-3773
or 262-255-9490

VISIT OUR WEBSITE:

M-F 7:30am-4:00pm Central Time

24 Hours A Day

www.healyawards.com

1. Ordered By (Purchase Order No. _____).

2. Ship To
(if different than ordered by)

Name, Department

Name, Department

School, Institution or Company Name

School, Institution or Company Name

Address

Address

City, State, Zip

City, State, Zip

Day Phone

Day Fax

Email Address

Day Phone

Day Fax

Email Address

3. Order (Helmet Color: _____).

Quantity	Product Code	Size	Description	Color(s)	Unit Price	Amount

SHIPPING & TERMS All orders are shipped by United Parcel Service Ground service unless specified otherwise. Orders are shipped prepaid and charges are added to your invoice. No orders will be shipped COD. Our terms are net 30 days with approved credit. Checks or money orders should be made payable to Healy Awards Inc. MasterCard and VISA are also accepted. If you are tax exempt, a copy of your tax exempt certificate must be on file.

Shipping

Total

The Healy Guarantee

We stand behind all of our products. If you are unsatisfied with your finished product, please call our customer service department at 1-800-558-1696 for a return authorization.

AWARDING THE BEST IN EVERYONE, EVERY DAY SINCE 1960.

Production Guidelines

All Copy Must Be Typed

As a quality control measure, your instructions for personalization must be typed and sent with your order to insure proper spelling on the finished products. Documents prepared in ASCII or MS Word format are preferred.

Logo & Mascot Artwork

Please provide one-color camera-ready copy of your mascot or school logo. Photocopies and faxed copies are not suitable for reproduction. Adobe Illustrator, JPEG, Freehand or Adobe Photoshop files are preferred. We can create a similar logo if camera-ready copy is unavailable.

Photos Digital photos should be at least 4 mega pixels. Electronic files in JPEG, TIF or EPS format should have a minimum resolution of 100 dpi at and 8 x 10" size. We can also work with prints and transparencies. Proofs: Upon receipt of complete information, we will provide you with a paper copy or emailed proof for your approval within 5 working days. We will begin production when we receive your written approval of proof.

Sending Files

Art copy and photos can be e-mailed to sales@healyawards.com. When e-mailing files, please include school name, type of product ordered and contact information. Files and documents can also be mailed to: Customer Service, Healy Awards Inc., N94 W14431 Garwin Mace Drive, Menomonee Falls, WI 53051. Typed documents can be faxed to 800-900-3773.

Production Time & Delivery

(Decals & Record Boards orders not included.)

We will do everything possible to meet your required delivery dates. On exact re-run orders, products will be produced in 10 working days or less. New products will be produced within 15 working days after receiving your proof approval. Remember to allow for shipping time from our facilities in Menomonee Falls (Milwaukee), Wisconsin to your location.

Thank you for ordering from Healy Awards Inc!

