



# Engraving Instructions

**PLEASE NOTE:** To avoid having to enter the same printing (such as a team name or the year) on all of your awards, put this information in the first box with the word "SAME" underneath. We will then know this information goes on all items and you will not have to repeat the engraving for each item. When additional information such as Class, Place, Division or Name of winner, etc., is required – please put in an individual box. Please print or type clearly all engraving instructions. This is important to our highly skilled proofreaders and engravers who will make up your order. Please see example of engraving instructions.

Kennedy School Honors Award (NAME) 2006 <b>SAME</b>
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← Example

**...Please feel free to attach an additional page if more room is needed...**

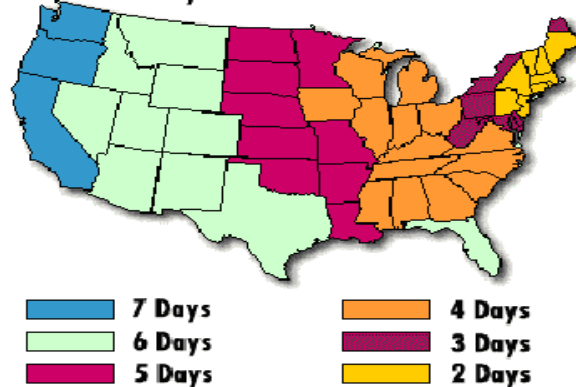
Qty _____ Item# _____	Qty _____ Item# _____	Qty _____ Item# _____	Qty _____ Item# _____
Qty _____ Item# _____	Qty _____ Item# _____	Qty _____ Item# _____	Qty _____ Item# _____
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Qty _____ Item# _____	Qty _____ Item# _____	Qty _____ Item# _____	Qty _____ Item# _____
Qty _____ Item# _____	Qty _____ Item# _____	Qty _____ Item# _____	Qty _____ Item# _____

## Special Instructions

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# Shipping Information

**Number of transit days from our factory via UPS Ground Service**



<b>UPS Ground Prices</b>		
<b>Order Total</b>	<b>\$1.00 - 50.00</b>	<b>\$51.00-\$100.00</b>
Yellow Zone - 2 Days	\$8.50	\$11.00
Purple Zone - 3 Days	\$9.50	\$12.00
Orange Zone - 4 Days	11.50	\$17.00
Cranberry Zone - 5 Days	\$11.50	\$17.00
Green Zone - 6 Days	\$12.50	\$19.00
Blue Zone - 7 Days	\$12.50	\$19.00

<b>FED EX Prices</b>		
<b>Order Total</b>	<b>2nd Day Air</b>	<b>Overnight Air</b>
\$1.00 - \$50.00	\$21.00	\$33.00
\$51.00 - \$100.00	\$25.00	\$43.00
\$101.00 - \$150.00	\$40.00	\$55.00
\$151.00 - \$200.00	\$55.00	\$74.00
\$201.00 - \$300.00	\$75.00	\$107.00
\$301.00 - \$400.00	\$100.00	\$140.00
\$401.00 - \$500.00	\$125.00	\$170.00
\$501.00 - \$750.00	\$175.00	\$220.00
\$751.00 - \$1000.00	\$230.00	\$350.00
Over \$1000.00	25%	35%

- **Free Shipping Policy:** Our free shipping policy is based on prepaid in full/credit card orders over \$100.00 in merchandise that are being shipped via Ground UPS within the continental United States
- Be sure to let us know the date for which the order is needed. The shipping days shown DO NOT include processing time.
- When choosing your shipping method, please keep in mind that neither UPS nor FedEx delivers on Saturday or Sunday.
- Ground UPS is not a guaranteed service.
- All orders shipped to HI are shipped via 2-Day Air.
- All order shipped to AK are shipped via Priority Mail (Please use the 2-day Air shipping chart to determine cost of shipping).
- All orders to APO/FPO addresses are shipped via Priority Mail. The shipping charge will be 20% of the order total.
- Dinn Bros. requires a street address for all deliveries. We do not ship to PO Boxes.
- Due to our fast processing time, once an order has been processed we are not able to make changes or additions to the order.