

1, 2, or 3 Day RUSH Lapel Pin Order Checklist

Item # LP525

1] Choose your pin size

All pins have raised outer borders with a recessed area for the label.

- # 00 1-1/32" circle
- # 02 25/32" circle
- # 03 1" square
- # 04 27/32" square
- # 06 1" x 3/4" rectangle
- # 24 1-3/16" x 3/4" round corner rectangle

2] Choose your base metal preference:

*Polished brass will be used if no selection is made.



Polished Brass



Stainless Steel

3] Choose your service level

The order will be on hold if no selection is made.

NOTE: 1 pm EST is the cutoff for ORDER submission. 1-Day orders received by 1:00 pm will ship next business day. Orders submitted after 1 pm EST will require one additional business day for production Transit time is additional.

- ONE day service TWO day service THREE day service

4] Provide order quantity

*500 pcs max for RUSH service. Check for larger quantities.

_____ Order Quantity (max 500)

5] Provide shipping method and delivery address

UPS SHIPPING ONLY!! UPS Ground will be used if no method given.

- UPS GROUND UPS SAVER 3-DAY
 UPS NEXT DAY AIR UPS NEXT DAY AIR SAVER
 UPS SECOND DAY AIR

6] Provide payment method

New customers or anyone not already receiving N30 terms must submit a CC with the order Mastercard, Visa, or Discover only. Amex not accepted!

7] Submit order and artwork

- Order and art to be emailed together to order@ben-line.com. All orders must specify service they require in PO and in email subject line.
- Artwork: Vector art or an image 200% to size at 300 dpi required for best results. Art as submitted will be used without any alterations
- Orders will be acknowledged by return email. A proof and order confirmation will be sent before end of day **for your records only**. If an order must be amended or stopped, we must be notified **by 5 pm on the same day** the order is submitted and charges for any work incurred will apply.
- Plus/Minus 5-8% depending on order quantity. Exact quantities not possible on rush program.