

Take-In Employee \_\_\_\_\_  
Completed by Jewelers Initials  
Date Received \_\_\_\_\_

# WDJ Master Hand Engraving

## Engraving Worksheet

Promise Date \_\_\_\_\_  
Sent on \_\_\_\_\_  
Tracking # \_\_\_\_\_  
\_\_\_\_\_

### Customer/Store Information

Customer Name \_\_\_\_\_  
Store Name \_\_\_\_\_ Job # \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Salesperson \_\_\_\_\_  
Sketch Required (\$20): Yes No Approved on: \_\_\_\_\_  
Approved By \_\_\_\_\_ Ship To: Same as above  
Circle One: Fed Ex Express USPS Priority  
Other Shipping Instructions: \_\_\_\_\_  
\_\_\_\_\_

*A picture is worth a thousand words...*

Monogram/Initial Style No. \_\_\_\_\_ = Price: \$ \_\_\_\_\_  
Lettering Style # \_\_\_\_\_ x \_\_\_\_\_ = Price: \$ \_\_\_\_\_  
(2-Day Turnaround add 20%) Rush Fee: \$ \_\_\_\_\_  
Sketch Fee: \$ \_\_\_\_\_  
Fed Ex \_\_\_\_\_ USPS \_\_\_\_\_ Shipping: \$ \_\_\_\_\_  
Subtotals: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

### The Item Details

Describe item being engraved \_\_\_\_\_  
\_\_\_\_\_  
Please note condition of piece \_\_\_\_\_  
\_\_\_\_\_  
Insurance Value \$ \_\_\_\_\_

### Engraving Instructions

#### Monogram

<input type="text"/>	<input type="text"/>	<input type="text"/>
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First Last Middle

#### Initials

<input type="text"/>	<input type="text"/>	<input type="text"/>
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First Middle Last

Engraving style # \_\_\_\_\_

### Inscription Details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lettering style # \_\_\_\_\_ No. of Letters \_\_\_\_\_

### A Few Notes From John

Pricing and additional instructions can be found  
at the back of your book.

*All engraving prices are based on size, location, orientation and materials  
being engraved on. Prices are based on 1 1/4" or less monogram size or 1/4"  
inscription on Gold, Silver, Platinum and Palladium metals.*