PROCEDURE FOR ORDERING STAMPS THROUGH THE PeopleSoft Enterprise Financial System (EFS)

1. Complete the enclosed stamp order form and fax completed form to Wendell’s at 763-576-0995.

2. Wendell’s will assign a product number and send form to U Market Services (formerly UStores).

3. U Market Services will contact the customer with the product number and price.

4. Customer generates a purchase order in Peoplesoft through the Web Tab. **No stamp(s) will be produced until a PeopleSoft purchase order is received by U Market Services.**

5. Stamp Order will be processed upon receipt of the Peoplesoft PO with U Market Services.
# STAMP & SEAL ORDER FORM

## TO ORDER - FAX TO 763-576-0995

FOR INQUIRIES - CALL 763-576-8200

---

### FAX ORDER FORM

<table>
<thead>
<tr>
<th>Dept. Name:</th>
<th>Chart of Accounts:</th>
<th>Order Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship To Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact:</td>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>X500 Address:</td>
<td>E-Mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

---

**For all nameplates, cubicle nameplates and desk signs please contact University Sign Shop.**

If you have any questions or would like to place an order with U of M Signs and Graphics please feel free to call (612) 625-9317, or e-mail Signshop@umn.edu

---

## STAMPS, DATES & SEALS

### CHECK ONE

- **PRE-INKED STAMP**
- **SELF-INKING STAMP**
- **RUBBER STAMP**
- **DATE/NUMBER STAMP**
- **EMBOSsing SEALS**
- **REFILL INK, INK PAD**

### ITEM #

<table>
<thead>
<tr>
<th>Ink colors (Required for Self/Pre Inked)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
</tr>
</tbody>
</table>

- 2 color Dater, Red Date & Blue Text

### Typeface Information & Layout

- REG BLOCK
- BOLD
- Script
- ROMAN Serif

- Upper/Lower
- ALL CAPS
- Flush Left
- Border

- Desk Seal
- Pocket Seal
- Bottom
- Top

### Copy Desired

- Please Print Neatly or Attach Sample

---

**Order One Product Per Form** - Multiples of the same item number may be ordered on one form. Attach list of names or text if necessary.

**Typeface** - Will be ALL CAPS, centered, regular block with black ink if layout is not specified.

**Sample Stamp Impressions** - Will be matched as close as possible.

**Signatures/Artwork** - Attach clean black & white copy to order form. Faxing is not recommended as images are often inconsistent and become distorted.

Signature samples need to be made using a solid felt pen or a black ballpoint pen on unlined paper. Use a firm pressure when writing your name and be sure to provide three separate signatures.

**MAIL ARTWORK OR SIGNATURES TO:**

WENDELL'S INC.
6601 BUNKER LAKE BLVD NW
RAMSEY MN 55303-0458

---

**SPECIAL INSTRUCTIONS**
STOCK

PROFESSIONAL DATE Stamps

- DURABLE
  Steel Core for heavy repeated stamping
- LASTING VALUE
  Minimum 10 year date band
- RELIABLE
  Designed for everyday repetitive use

ONE COLOR with Black ink pad
TWO COLOR with Blue/Red ink pad

Useful For:
- Inventory Management
- Documenting Transit Materials
- Processing & Tracking

PAST DUE

AUG 31 2008

Payment received after this date will be considered in default, and account will be turned over to a collection agency.

1 5/8" x 2 5/8"
DS470 One Color Ink Pad
DS470/2 Two Color Ink Pad

PAY TO THE ORDER OF
Any State, Bank or Trust Company
All Other Endorsements, Subsidiary

AUG 31 2008
For Collection Only
First Bank of Buffalo
Buffalo, New York

1 3/4" x 2 1/4"
DS460 One Color Ink Pad
DS460/2 Two Color Ink Pad

OFFICE LINE DATE STAMPS

2000 PLUS

Popular, plastic, general purpose office daters.
Available in black, red, blue, or 2-color print (blue text, red date)

RELEASED

JUN 5 2004
FOR PAYMENT

S360 1-1/4" x 1-13/16"

FAXED

JUN 5 2004

S660 1-1/2" x 2-5/16"

Replacement Pads

Please specify the date stamper you are replacing when ordering

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARP1</td>
<td>1 Color</td>
</tr>
<tr>
<td>ARP2</td>
<td>2 Color</td>
</tr>
</tbody>
</table>

RECEIVED

AUG 31 2008

Check #

1 x 1 5/8"
DS430 One Color Ink Pad
DS430/2 Two Color Ink Pad

SHIPPED

AUG 31 2008

By:
FEDERAL AVIATION

1 1/8" x 2"
DS440 One Color Ink Pad
DS440/2 Two Color Ink Pad

R-A FR RHF BORO
PERMABLE PERM

AUG 31 2008

a - eb -
-- a -
A g -
- 0 -
- D -

1 1/16" x 2 1/2"
DS480 One Color Ink Pad
DS480/2 Two Color Ink Pad

For amount paid on 05/05/04 two-color ink pad

2000 PLUS

OFFICE LINE DATE STAMPS

2000 PLUS

Popular, plastic, general purpose office daters.
Available in black, red, blue, or 2-color print (blue text, red date)

RELEASED

JUN 5 2004
FOR PAYMENT

S360 1-1/4" x 1-13/16"

FAXED

JUN 5 2004

S660 1-1/2" x 2-5/16"

Replacement Pads

Please specify the date stamper you are replacing when ordering

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARP1</td>
<td>1 Color</td>
</tr>
<tr>
<td>ARP2</td>
<td>2 Color</td>
</tr>
</tbody>
</table>
ULTIMARK® Stock Message Stamps

COPY
SS5005

FIXED
SS5010

ORIGINAL VOID
SS5017

PAID
SS5019

PAST DUE
SS5020

Each Ultimark Stock Message Stamp only $8.49

EMBOSSERS

Pocket Embossing Seal
Portable pocket seal comes with a carrying pouch and a removable die clip.

SEPS1
Round Pocket Seal
SEPS2
Rectangular Pocket Seal

Desk Embossing Seal
Desk Embossing Seals are also available as well as additional Die Clips for both round and rectangular embossers.

We have the Official Notary, Engineer and State Seals for every state!

Elizabeth Hunter
1422 Canyon Creek Rd.
Scottsdale, AZ 85258

Library of
John M. Doe
Fulton County, GA

Micro Local Dater
Available in black or red.
ML
1¼" x ⅛" $39.90
(text area ⅞" x ⅛")

CHECKED BY GINA HOYLE JUN 5 2008

Bank Teller Dater
BT
1¼" x ⅛" $30.25
*Requires stamp pad

MAIN ST. BANK FOR DEPOSIT ONLY
JUN 5 2004
TELLER # 354

RUBBER Stamps

<table>
<thead>
<tr>
<th>Stamp</th>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>1½&quot; x 1&quot;</td>
<td>$9.90</td>
</tr>
<tr>
<td>R3</td>
<td>2½&quot; x 1½&quot;</td>
<td>$13.90</td>
</tr>
<tr>
<td>R5</td>
<td>1&quot; x 1½&quot;</td>
<td>$14.90</td>
</tr>
<tr>
<td>R7</td>
<td>1½&quot; x 1½&quot;</td>
<td>$15.90</td>
</tr>
<tr>
<td>R9</td>
<td>3½&quot; x 2&quot;</td>
<td>$9.90</td>
</tr>
<tr>
<td>R11</td>
<td>1½&quot; x 1½&quot;</td>
<td>$27.90</td>
</tr>
<tr>
<td>R15</td>
<td>1½&quot; x 2&quot;</td>
<td>$22.90</td>
</tr>
<tr>
<td>R17</td>
<td>3¼&quot; x 1½&quot;</td>
<td>$23.90</td>
</tr>
<tr>
<td>R19</td>
<td>1½&quot; x 1½&quot;</td>
<td>$27.90</td>
</tr>
<tr>
<td>R23</td>
<td>3¼&quot; x 1½&quot;</td>
<td>$38.90</td>
</tr>
<tr>
<td>R25</td>
<td>2½&quot; x 1½&quot;</td>
<td>$38.90</td>
</tr>
<tr>
<td>R27</td>
<td>2½&quot; x 1½&quot;</td>
<td>$54.90</td>
</tr>
<tr>
<td>Jumbo Rubber Stamps</td>
<td></td>
<td>$59.90</td>
</tr>
<tr>
<td>R40</td>
<td>4&quot; x up to 7&quot;</td>
<td>$64.90</td>
</tr>
<tr>
<td>R41</td>
<td>4&quot; x up to 7&quot;</td>
<td>$74.90</td>
</tr>
</tbody>
</table>

Stamp Pad

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP1</td>
<td>$4.90</td>
</tr>
<tr>
<td>AP2</td>
<td>$6.90</td>
</tr>
<tr>
<td>AP3</td>
<td>$12.90</td>
</tr>
<tr>
<td>Felt Stamp Pads</td>
<td>Rubber Stamps</td>
</tr>
</tbody>
</table>

Mail Artwork or Signatures to: WENDELLS INC.
6601 Bunker Lake Boulevard
Ramsey, MN 55303

University Stores @ www.ustores.umn.edu 2008