



NICOLE BARR

NEW DESIGN INSTRUCTION SHEET

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Office Use:

Contact Name:		Customer No.
Company Name:		Manager:
Address		Design Code:
		Quote: Final Price:
Tel.No.		Artwork Approved:
Email:		Sample Approved & Contract Signed:
Today's Date:		1/3 Downpayment received:

Notes

1. What is your Required Delivery Date:		Lead time is approx. 6 weeks from date of approved artwork.
2. Quantity: (Mimimums are 100 pcs for sterling; 3 pieces for 18kt)		
3. List maximum budget per piece if any:		Quote is based on complexity, size, qty and weight.
4. Design Name:		Eg. Silver White Eagle Necklace
5. Size in millimeters (mm)		Measure longest length
6. Enamel: (Delete what does not apply)	Only on front / Both front and Back.	We can mirror the design from the front onto the back without enamel if you'd like.
7. Metal: (Delete what does not apply)	SILVER--Chose finish: Rhodium Plated / Gold Plated / Rose Gold Plated. OR 18K	
8. Do you have a Backstamp Logo?	Yes/No	925 is automatically stamped on silver; 18K on gold
9. Any Special Text on Back? If Yes-- write it here-->		If rhodium plated, engraving cannot be done at point of sale.
10. Style of Jump (O) ring (Delete what does not apply)	Round / Oval	For drop/wire earrings, pendants.
11. Would you like a necklace chain? (Delete what does not apply)	Yes/No	Standard length is 18 inch. Slider ball or 1" extender available.

<p>12. Special Instructions: (On your design indicate areas that will be enamel, areas you would like "cut out" and areas that will be polished metal.)</p>		<p>Eg. The flower color must match the artwork supplied.</p>
<p>13. Attach Design artwork jpg for main design as well as any backstamp logo or saying for back of your design to your email or paste here.</p>		