

Custom Engraving

What's Available?

<u>Pricing</u>	<u>Monogramming</u>	<u>Previewing Inscriptions</u>
<u>Front / Inside / Back Engraving</u>	<u>Engraved Inserts</u>	<u>Premium Fonts</u>
<u>Special Instructions</u>		<u>Symbols and Logos</u>

Pricing

A monogram or a single line of engraving on one side of an item is priced at \$5.95. Additional lines of engraving cost \$2 each. Symbols are individually priced.

A custom logo engraved on any item that offers symbol engraving costs \$25 the first time the custom symbol is engraved. Repeat engraving of a custom symbol costs just \$7.95.

There is an additional charge for premium fonts, such as Hebrew, Greek, and other filled fonts that take longer to engrave. Prices are displayed beside each inscription field so that you'll know what it will cost.

Monograms

On selected items, we offer two styles of traditional monogramming -- circle and interlocking. Both styles feature the center initial enlarged, which should always represent the recipient's last name. The left initial represents the recipient's first name, and the right initial should represent the recipient's the middle (or maiden) name.

Only capital letters A through Z are allowed. No special characters except for the asterisk, which is permitted in Circle Monograms. If Front engraving and Monogramming are both available for an item, only one can be selected.

You are allowed to enter only a middle initial for an interlocking or circle monogram, or just the two side initials for a circle monogram.

We engrave the initials in the order you specify, so the center initial you enter is the one that will appear in the center, and the one that will be enlarged. To help avoid error, we provide a field where you can enter the recipient's full name. Our engravers will match the monogram initials you've supplied against the recipient's name to be certain that they are in the correct order. Our engravers are instructed

to change the order of the initials, if necessary, so that they conform to traditional monogramming. So, if you want the initials engraved in the order you entered them, be sure to leave the Recipient Name field blank.

Unless you request otherwise, the monogram is sized to fit properly in the center of the item being engraved.

Preview

Most items offer a link (located beside the Font Selection field) that will allow you to preview your inscription in the font you've selected. After viewing the inscription in one font, you can close the view box, change the font, and click on the Preview button again to see the same inscription appear in a different font. In this way, you can 'try out' a number of fonts until you find the one you like best.

The preview is enlarged for readability -- it *isn't* the actual size that will be engraved. The black lines that you see on the preview represent 'cut lines' or 'fill lines' where the engraving stylus will etch into the metal. The actual inscription will *not* be black in color.

When previewing Monograms, be sure to enter all three letters in upper case.

Front / Inside / Back Engraving

Depending on the size and shape of the item you're purchasing, you may be offered different options for engraving, for example 'Front' or 'Back' or 'Top'. You'll see the number of lines of engraving available, and the maximum number of characters (including spaces) per line. You'll also see the cost of engraving displayed for each line. Be sure to enter the inscription using upper and lower case letters EXACTLY the way you want it to appear when it's engraved. If you use all lower case letters, for example, that's how it will be engraved. The same is true for all upper case letters. Since not all inscriptions look good in all fonts, be sure to use the 'Preview' feature to be certain that the inscription is to your liking. Note: We don't recommend that you select a script font (e.g. Victoria Outline) to go with an inscription that's in all capital letters. If you prefer a script font, it's best to capitalize just the first letter of each word.

If you try to engrave too many characters in a space, the characters can become too small to read easily, so each line's entry field limits the number of characters (including spaces) that can be entered based on what we believe is the optimal amount of engraving for that item.

If you select fewer lines than are available, and fewer characters on each line, the inscription will typically be larger, since it's sized to fit the item being engraved. For example, if an ID bracelet offers the option of 2 lines of engraving with 18 characters per line, and you request just the name 'Kelly' to be engraved, Kelly will be sized larger to fit the space available. Inscriptions are also centered

automatically. If you don't want the lines of an inscription to be centered on each other, simply tell us what you'd like in the Special Instructions entry field provided for that item.

Engraved Inserts

Engraved inserts (for envelope jewelry) can be engraved on both sides with up to five lines of engraving per side. Since the inscription is smaller, only Block Fifth Avenue font is allowed. That keeps the inscription readable. Symbols are allowed, but only recommended if you're going with fewer than three lines of text and fewer than 16 characters per line. As with other types of inscriptions, if you select fewer lines with fewer characters on each line, the inscription will be enlarged to fit the available space.

Premium Fonts

Several premium fonts are available, including Hebrew, Greek, and several filled fonts. There is an additional charge for premium fonts because of the extra time they take to engrave. The additional charge, however, is assessed by location, not by line. So, if you select Roman Filled, for example, you'll pay a flat premium font charge in addition to the normal engraving charge for whatever number of lines of engraving that you're requesting. The black lines that you see on the preview for filled fonts represent 'cut lines' or 'fill lines' where the engraving stylus will etch into the metal. The actual inscription will *not* be filled in with a black color.

When requesting Hebrew or Greek, consult the Hebrew or Greek alphabet chart to find the letters you want and their corresponding letter in English. Then enter the English letters in to the inscription fields. Both of these fonts can be previewed to be sure that the inscription is to your liking.

Special Instructions

A Special Instructions field is provided with every item where engraving is available. Although it may appear to be small, the field can actually hold up to 250 characters. You can use the Special Instructions field to provide our engravers with additional information you want us to be aware of before we engrave your requested inscription, but please do not use this field to enter your inscription. That will delay the processing of your order.

Symbols and Logos

On selected items, a symbol or logo can be added to the inscription for an additional charge. The available symbols can be viewed by clicking on the View Available Symbols link. Then, select the symbol you'd like using the drop down list. The cost to add the symbol is shown in the list. Only one symbol is available per inscription. Use the Special Instructions field to tell us how you'd

like the symbol to be placed. For example, if you wanted 'Susan ♥ Mike' engraved on an ID bracelet, you would enter [Susan Mike] in the Front inscription field, select the heart symbol from the drop down list, and then in the Special Instructions field specify that the heart symbol is to be located between Susan and Mike. We will make every effort to engrave it as you've requested.

If you have a custom logo or special symbol that you'd like engraved, email it to us at: custservice@artsilkandjewelry.com. Send it as an Illustrator, .jpg, .bmp, or Photoshop file and let us know what item you'd like to have it engraved on. The image you send should be at least twice the size of how it will appear on the finished piece, and should preferably be 300dpi resolution. If the logo appears to be a good one for engraving, we'll email back and let you know that. Then, you can order online by selecting 'custom logo' from the drop down symbol list and specifying the name of the original file (you sent us) in the Special Instructions field. There is an additional charge of \$25 for engraving custom logos or symbols the first time it's engraved, and \$7.95 for each subsequent engraving of a custom symbol.