



JH • RECOGNITION  
C O M P A N Y  
DIVISION OF HERFF JONES, INC.  
*An employee owned company*

# “Design a Pin”

*[to be submitted by authorized Program Administrator ONLY]*

JH Recognition Providence, RI 800-224-1657



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**Today's Date:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Contact Fax:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Who will be buying the pins?**  students  school

*NOTE: if students are buying their own pin, they must pay sales tax.*

**If school will be purchasing, is your school tax exempt:**  no  yes

*[NOTE: if school is exempt, please submit a copy of your tax exempt certificate with this form]*

**Please share your ideas of the pin you wish us to create:**

**Pin Shape:**  round  square  rectangle  triangle  special shape

**Pin Size:** *NOTE: most schools choose size 7 or size 8.*

Size 5-B 5/8"  Size 6-C 3/4"  Size 7-D 7/8"

Size 8-E 1"  Size 9-F 1.25"  Size 10-G 1.5"

**Do you have a rough design of your pin?**  no  yes

*NOTE: if you have created a rough design, please submit with this form]*

**Did you see a pin design in our brochure “Memories That Last a Lifetime” that you would like to use for your new pin?**  no  yes

**If yes, please indicate the design you liked:** \_\_\_\_\_

**Please advise how many enamel colors are required:**  NONE  1  2  3

**1st Color PMS #** \_\_\_\_\_ **2nd Color PMS #** \_\_\_\_\_ **3rd Color PMS #** \_\_\_\_\_

**Location::** \_\_\_\_\_ **Location::** \_\_\_\_\_ **Location::** \_\_\_\_\_

**Does your design include a jewel as a constant component of the pin?**  no  yes

*NOTE: all JH Recognition pins are always offered with a diamond upgrade option*

**Does your school enforce any restrictions to the pin that students order, i.e. “no white gold” or “no diamonds”, etc.**  no  yes \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please note that after we receive these initial details for your Custom Pin, the Sales Associate assigned to your state will contact you for further discussion and/or questions.*

**FAX: 800-224-7916**