“Design a Pin”
[to be submitted by authorized Program Administrator ONLY]

JH Recognition Providence, RI 800-224-1657

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 ¾” ☐ 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