

## **How to order online**

Online orders are submitted Via Email. Arts and Crafts staff will review your order and call the provided number to discuss any additional details, accept payment, and confirm your order. Replies are typically within 1-2 business days.

Order production will not start until all details are finalized and payment is received. This includes delivery of any personal items being framed such as Coins / Certificates / Photos / Pins / etc.

Online ordering is available for any of the items in our virtual catalog. Product turnaround is 1 week from payment.

We are looking forward to serving any custom needs when we return to normal operations.

## **Once you have selected your product:**

1. If applicable select your Primary Mat color
2. If applicable select photo of your choice from (link) stock photos
  - Your own photo can be added for \$10 (submitted digitally with email)
  - Include any Logo desired in email order (.JPG or .PDF)
3. If applicable select engraving plate product #
  - Laser \$15
  - Sublimated (printed) \$9.60
4. If applicable select your Frame Option (background) and Framing options
5. Compose email with all above information and your contact information (see example below)
6. Send email to: engraving.mcchord@gmail.com

## **Example Email:**

Arts and Crafts Online order

Name: First & Last

Phone: 253-123-1456

Product Number: A3

**\*PLEASE REFER TO ONLINE IMAGES FOR  
PRODUCT CODES WHEN SENDING YOUR  
EMAIL**

- Left Photo: #45
- Right Photo: Attached Photo .jpg
- Matting: L
- Engraving Option: Laser – Black on Gold
- Frame: Option 3