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# LASTING SENTIMENTS

## Company Logo Instructions

**IMPORTANT:** Your logo should be saved as vector art in EPS format. Don't worry if you don't know what this means, send us the best art you have available. We'll contact you if any issues arise.

**1. Add your selection to your shopping cart.** For multiple copies of the same item, change the quantity in your shopping cart to reflect the quantity desired and click *update quantity*. Contact us to find out about quantity discounts which may apply.

**2. If all items are to be engraved the same** - proceed to step 3.

**For name or other copy changes** - Create a Word document with the names and/or copy changes. Send the document with your logo using the instructions below.

**3. Sending your logo** - Save a file containing your logo on your computer and make a note of the file name and where it was saved. After you have finished placing your order, you will receive an immediate e-mail confirmation\* from us. Reply to that message and attach a copy of the file you saved.

\*If you don't receive a confirmation e-mail from us, it is probably for one or two reasons. First, check your spam folder or wherever unsolicited e-mails may be diverted to. Second, you may have mis-entered your e-mail address when placing your order. Call us at 1-877-814-GIFT (4438) if you suspect this has happened, leave us a message with your name if calling after hours.