


Ordering Instructions for Family Trees

Please print all 3 pages: this sheet, the order form and the placement sheet.

1. Fill out the top section completely. PLEASE PRINT. Normal turnaround time is 3 weeks, please indicate if a specific date is desired. Insufficient or unclear information may result in delays.
2. Check box if paper proof is desired. (\$2.50 extra)
3. Check the appropriate boxes for color (if applicable); mounting (if applicable), and size.
4. PRINT names and dates on lines provided. Place corresponding numbers on appropriate tree placement (Ex: if #1 is "John" and his name should be placed in the lower left part of the tree, place a #1 in that area). See sample below. An appropriate birthstone will be added next to the name.
5. If no placement sheet is received, the manufacturer will use a "standard" placement of names. (Ex: oldest names at the bottom, starting at the left side, and alternating up the tree). A paper proof will automatically be sent.
6. Double check names and dates for clarity and accuracy. A paper proof will be sent by fax or mail ONLY if the box is checked or if there is no placement sheet.
7. Fax or mail the completed form and placement sheet to:

McKinley Custom Products, Inc.
581 W19150 Apollo Dr.
Muskego, WI 53150
Phone: 262.679.3820
Fax: 262.679-2609

sample layout (for medium & large Engraved & Personal Touch Trees)	1) <u>John</u> 6-22-1955	
	2) <u>Mary</u> 3-14-1957	
	3) <u>Ashley</u> 12-5-1982	
	4) <u>Mark</u> 10-19-1981	
	5) <u>Hannah</u> 1-7-2004	
	6) <u>Jacob</u> 3-9-2007	
	7) <u>Brandon</u> 9-20-1985	
	8) _____	
	9) _____	
	10) _____	
	11) _____	
	12) _____	

FAMILY TREE ORDER FORM

Name _____

Address _____

City _____ State _____ Zip _____

Phone# _____ Fax# _____ E-Mail _____

Date Ordered _____ Date Needed _____ Will pay RUSH(less than 5 working days) fee to receive by _____

Paper proof requested (\$2.50 charge) proofs will be sent ONLY if this is checked send proof by mail send proof to this fax# _____

ENGRAVED TREE:	COLOR: (choose one) <input type="checkbox"/> Gold Metal <input type="checkbox"/> Black Metal (with Brass Cut)
	MOUNTING: (choose one) <input type="checkbox"/> Gold Frame <input type="checkbox"/> Walnut Plaque
	SIZE: (choose one) <input type="checkbox"/> 6" x 8" plaque or 7" x 9" frame (Small) <input type="checkbox"/> 10" x 13.5" (Medium) <input type="checkbox"/> 13" x 18" (Large)

PERSONAL TOUCH TREE:	COLOR: (choose one) <input type="checkbox"/> Gold Metal <input type="checkbox"/> Silver Metal
	MOUNTING: (choose one) <input type="checkbox"/> Gold Frame <input type="checkbox"/> Wood Plaque <input type="checkbox"/> Blk. Faux Marble
	SIZE: (choose one) <input type="checkbox"/> 5" x 7"(only on wood plaque) (Small) <input type="checkbox"/> 10" x 13.5" (Medium)

LASER ENGRAVED WOOD TREE:	SIZE: (choose one) <input type="checkbox"/> 8" x10" <input type="checkbox"/> 12"x15" <input type="checkbox"/> omit cross
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8" X 10" LASER ENGRAVED GLASS TREE

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____
- 13) _____
- 14) _____
- 15) _____
- 16) _____

- 17) _____
- 18) _____
- 19) _____
- 20) _____
- 21) _____
- 22) _____
- 23) _____
- 24) _____
- 25) _____
- 26) _____
- 27) _____
- 28) _____
- 29) _____
- 30) _____
- 31) _____
- 32) _____

If more space is needed, please attach additional sheets of paper

small tree placement
(max. 17 names)

place numbers from order form on the appropriate tree diagram

The _____ Family Tree

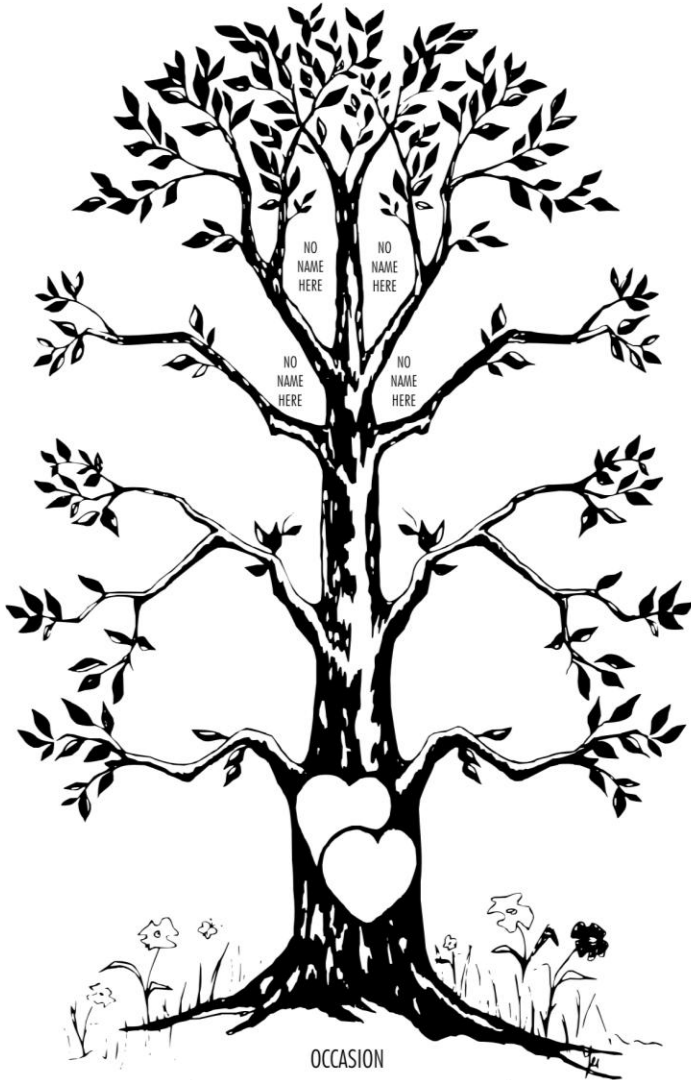


Occasion _____

Date of Occasion _____

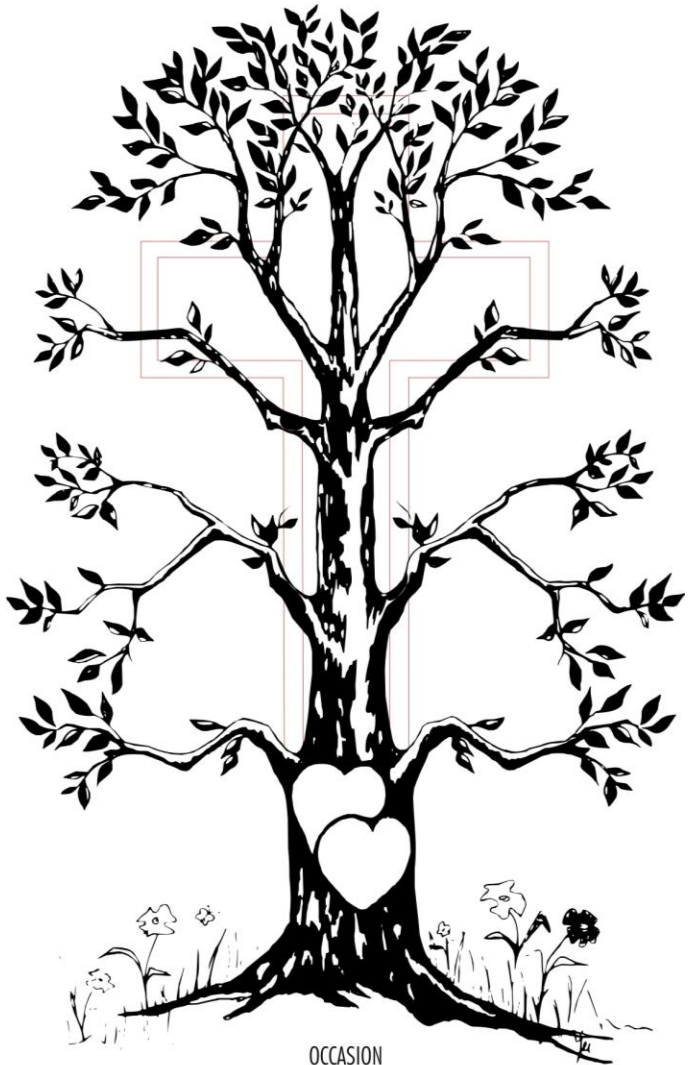
The _____ Family Tree

The _____ Family



OCCASION

medium & large tree placement
(med.-60 names max/ large-80 names max.)



OCCASION

laser engraved wood tree placement
(8"x10"-30 names max./12"x15"-36 names max.)