

CUSTOM ENGRAVING GUIDELINES AND REQUEST FORM



**GRAPHIC WITH
TEXT / NUMBER**



**TEXT / NUMBER
ONLY**



**GRAPHIC
ONLY**

TFT offers custom engraving on couplings, and other select products. Custom engraving is available as text only, graphic only, or text with an accompanying graphic. Customers **MUST** provide a suitable graphic file with any request containing a graphic. The Custom Engraving Request Form and file requirements are on page 2.

Engraving Fees:

- **\$50 Graphic Art Charge, One Time (applies ONLY to requests which include a graphic)**
- **\$20 Engraving Set-Up Fee (per part number group)**
- **\$5 Per Piece Engraving**

THE CUSTOM ENGRAVING ORDER PROCESS

While custom engraving is available on many TFT products, some TFT products may not have the appropriate available area or surface finish to allow for custom engraving. Please contact TFT Order Entry for verification before placing an order.

What happens after verification is received?

1. TFT Dealer places an order for TFT products with custom laser engraving per the policy and pricing. The dealer **MUST** submit the completed **CUSTOM ENGRAVING REQUEST FORM** and, if a graphic is requested, **SUITABLE GRAPHIC FILE** (see page 2 for requirements) at the time of order.
2. TFT will create a proof for approval. The customer will return the proof via email with an approval signature or notation for correction directly to CUSTOM@tft.com.
3. Upon final approval, the TFT manufacturing team will custom engrave the products during the manufacturing process.

CUSTOM ENGRAVING REQUEST FORM

DEALER NAME: _____ CONTACT / EMAIL: _____

P.O. NUMBER: _____

CUSTOMER NAME: _____

FOR TEXT / NUMBER ONLY ENGRAVING	
REQUESTED TEXT / NUMBERS:	
<i>Ensure spelling and capitalization are correct. TFT is not responsible for errors when in compliance with the written request.</i>	
CHECK ALL THAT APPLY:	
PRODUCT:	<input type="checkbox"/> Coupling <input type="checkbox"/> Other (please specify)
FONT:	<input type="checkbox"/> ARIAL BOLD <input type="checkbox"/> ROCKWELL <input type="checkbox"/> AKA POSSE

FOR GRAPHIC ONLY or GRAPHIC WITH TEXT / NUMBER ENGRAVING	
GRAPHIC:	Attach the graphic file (see format requirements below) to the email with this request form and P.O.
REQUESTED TEXT / NUMBERS:	
<i>Ensure spelling and capitalization are correct. TFT is not responsible for errors when in compliance with the written request.</i>	
CHECK ALL THAT APPLY:	
PRODUCT:	<input type="checkbox"/> Coupling <input type="checkbox"/> Other (please specify)
FONT:	<input type="checkbox"/> ARIAL BOLD <input type="checkbox"/> ROCKWELL <input type="checkbox"/> AKA POSSE

GRAPHIC FILE FORMATS ACCEPTED
PREFERRED FORMATS
<ul style="list-style-type: none"> • Adobe Illustrator (AI) • EPS (Vector Based) • DXF
OTHER ACCEPTABLE FORMATS
<ul style="list-style-type: none"> • 300dpi or greater TIF, JPEG, or PDF (in black and white only)
Note: Vector-based files yield the best result. Scans of patches or photographs are not acceptable.