

Order number

We would ask that you supply an internal order reference. If you do not already have a system in use, simply number your orders consecutively, for example 2010/01, 2010/2 and so on. This will enable us to find the right order if you ever have any queries.

Date

Enter the date on which you send us the order.

Delivery address

Enter the address you would like the rings to be sent to.

Invoice address

Enter the address of the person receiving the invoice if different from the delivery address.

Contact person

Please enter the name of a person we can contact if there are any queries about this order.

Order items

The section from row 10 onwards is where you detail the individual items in your order, in other words your ring information.

Serial number

Please number the individual items in your order consecutively, starting at '1.' This, together with your internal order number from the header, will allow us to communicate quickly about a particular item in your order if any queries arise.

Article number

The article number is used to choose the type of ring for the particular order item. If requested, you will receive your own cycle of article numbers. The article number indicates the inscription, type (aluminium, plastic or stainless steel) and size.

Society number

If your chosen lettering contains an abbreviation or number for your society, please enter it here. This is how it will appear on the ring.

Association number

If your chosen lettering contains an abbreviation or number for your association, please enter it here. This is how it will appear on the ring.

Breeder number

Enter the breeder number here. This is how it will appear on the ring.

Year

Enter the year using the two-digit format. This will also appear on the ring.

Start

Enter the first number of the ring series you require for this item. This number will appear on the first ring and subsequent rings will be numbered consecutively.

Number of pieces

Enter the number of pieces you require for this item.

Additional remark

If your lettering contains an additional remark, such as initials or other indication, please enter it in this column. This is how it will appear on the ring.

The additional inscription must be agreed when choosing your lettering. If this has not been agreed in advance, an error will occur when the order is imported.

Order number of breeder

In this field you can enter an internal order number for the item which you can pass on to your breeder. This will be printed on the packaging to make it easier for you to distribute the rings among your breeders.

Name

You can use this field to enter the surname of the breeder you will be giving these particular rings to. This will be printed on the packaging to make it easier for you to distribute the rings among your breeders.