QUALITY TEAMS
UNIFORMS & WORKWEAR | TROPHIES & AWARDS | PROMOTIONAL PRODUCTS
MADE EASY.

Trophy Engraving Order Form

List every award, then the exact wording for each plate. Type names rather than handwriting them, and check spellings with coaches or recipients before you send. We'll send a proof before anything is engraved.

1 Your details

CLUB, SCHOOL OR ORGANISATION

CONTACT NAME

EMAIL

PHONE

PRESENTATION DATE

QUOTE NUMBER (IF KNOWN)

LOGO OR CREST ON AWARDS?

2 Award list

One row per award type

#	Award	Style	Qty	Size or range	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Style examples: cup, figurine trophy, medal, crystal or acrylic award, plaque, shield.

3 Wording style

Use the same format on every plate

ORGANISATION NAME AS ENGRAVED

YEAR FORMAT (E.G. 2026 OR 2025/26)

NAME FORMAT (E.G. FIRST AND LAST NAME)

ABBREVIATIONS (E.G. B&F, U14)

4 Perpetual trophies and honour boards

New plates for existing shields or boards

#	Trophy or board name	Where it is now	New plate wording
1			
2			
3			
4			

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5 Engraving wording

One row per plate — line 1 is the top line

#	Award	Line 1	Line 2	Line 3	Line 4
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					

Example: Best & Fairest · Shepparton FC · Best & Fairest · Senior Grade · 2026

6 Before you send

- ☐ Every award is listed in section 2
- ☐ Names typed and spellings checked
- ☐ Wording follows the same format
- ☐ Logo or crest file attached (if needed)

Proof first: we'll email a proof of all wording. Engraving starts once you approve it — engraved plates can't be edited.