



# STAMP ORDER FORM

## GENERAL INFORMATION

- Stamps remain the property of APEGA. Upon cancellation of APEGA membership these must be returned to the APEGA Registrar.
- A stamp issued to an APEGA Member must at all times remain under that person's direct control and must be properly applied for authentication purposes.
- More information regarding document authentication can be found on APEGA's website: <https://www.apega.ca/members/document-authentication/>
- Allow up to 8 weeks for processing and delivery within Alberta and Canada and longer for outside of Canada. Rush orders are available at prices indicated.
- The package is approximately 10.5" x 7.5". Please supply a mailing address that accommodates this size.
- Requests to re-send a stamp that are received more than 30 days after the initial order will require a new order form to be completed along with payment.
- The completed form with payment must be submitted for the order to be placed.
- APEGA coordinates ordering with Royal Rubber Stamp & Sign Company (<http://www.royalrubberstamp.ca/>).
- Rubber stamps do not include an ink pad.
- Pre-inked stamps come in black ink only.
- Pre-inked stamps typically last 2 to 3 years with up to 15, 000 impressions.
- Electronic stamps
  - Are sent in .TIF format.
  - When using an electronic stamp, you must maintain APEGA standard size of 1.25", 1.5" (for Licensee) or 1.75" (corners only should be used for sizing). Any variance must be approved in writing by APEGA.
  - **Cannot** be sent to a Gmail email address. An alternate email address should be provided.

## ORDER INFORMATION

**MEMBER NAME** (as it will appear on stamp):

*Name must include a full first or middle and legal last name. Please see the [Stamps Ordering Facts Sheet](#) for more information about approved name formats.*

**APEGA MEMBER NUMBER:**

**MAILING ADDRESS:**

**EMAIL ADDRESS:**

**PHONE NUMBER:**

### PLEASE CHECK OFF ITEM FOR ORDER

Prices do not include GST. GST Registration #106728603

	<b>Style No.1</b> (Beaver with Alberta crest) <b>1.75" size</b>	<b>Style No.2</b> (Beaver with Alberta crest) <b>1.25" size</b>	<b>Style No.3</b> (No beaver or Alberta crest) <b>1.50" size</b>
<b>Professional Member (P.Eng. or P.Geo.)</b>	<input type="checkbox"/> Electronic.....\$38.10 <input type="checkbox"/> Rubber.....\$22.86 <input type="checkbox"/> Pre-inked.....\$45.71	<input type="checkbox"/> Electronic \$38.10 <input type="checkbox"/> Rubber.....\$22.86 <input type="checkbox"/> Pre-inked \$45.71	NOT AVAILABLE
<b>Professional Licensee (P.L.Eng. or P.L.Geo.)</b>	<input type="checkbox"/> Electronic ....\$38.10 <input type="checkbox"/> Rubber.....\$22.86 <input type="checkbox"/> Pre-inked.....\$45.71	NOT AVAILABLE	NOT AVAILABLE
<b>Licensee (P.Eng. or P.Geo.)</b>	NOT AVAILABLE	NOT AVAILABLE	<input type="checkbox"/> Electronic \$38.10 <input type="checkbox"/> Rubber.... \$22.86 <input type="checkbox"/> Pre-inked.\$45.71
<b>Rush Orders</b> Up to 10 business days for delivery	<input type="checkbox"/> Outside Canada.....\$50 additional charge <input type="checkbox"/> Within Canada, outside Alberta.....\$30 additional charge <input type="checkbox"/> Within Alberta.....\$20 additional charge <input type="checkbox"/> Electronic rush order.....\$20 additional charge <input type="checkbox"/> No rush order		

## PAYMENT INFORMATION

**PAYMENT TYPE:**

- Visa
- MasterCard
- American Express (AMEX)
- Cheque (to be enclosed with form)

**CARD NUMBER:**

**EXPIRY DATE:**

## COMPLETED FORMS AND INQUIRIES

Completed forms and inquiries can be emailed or mailed to:

**Permits Administrator**  
[stamps@apega.ca](mailto:stamps@apega.ca) or 1-800-661-7020  
 APEGA Calgary Office  
 2200, 700 2 Street SW  
 Calgary, AB T2P 2W1

### OFFICE USE ONLY

Processed by:

Order ID:

Date Processed:

Total Amount: