

INSTRUCTIONS FOR ORDERING PILOT LICENSE PLAQUES

After selecting your award we will require the following items to process your order:

OPTION #1

1a. A clean legible copy (front & back) of your Pilot Certificate.

OPTION #2

1b. Using your computer keyboard, duplicate the information from the front and back of your pilot certificate on the templates provided. ***Please see the "Pilot Certificate Template" in pdf format.***

2. The Pilots' signature in black or blue ink on the Signature form. Please print the "Signature Form" document from our website in pdf format. You can sign this (3) times and check the box next to the signature you prefer us to use on your plaque.

NOTE: If desired, this step may be omitted & a facsimile of your signature will be produced on your plaque using Brush Script font.

Sample of Brush Script
John Doe

3. Proceed to the checkout to process the order & receive your order conformation number.

4. Your specific award & pertinent information can be scanned and sent via E-mail to info@aircraftspruce.com with your order conformation number. This can also be faxed to 951-372-0555. Please also include you order conformation number on any fax transmission. In addition, the information can be sent to the address below along with you order conformation number.

Aircraft Spruce & Specialty
225 Airport Circle
Corona CA, 92880

For more information or assistance in ordering you award please contact us at 1-877-4-SPRUCE (777823).