## **INSTRUCTIONS FOR PURCHASING FAA AWARDS**

After selecting your award you must provide us with the recipients' name, dates of service/date of retirement (optional), and a personalized salutation of your choosing.

You may select any of the formats from the samples on the website to assist you, or simply create your own personal acknowledgement & we will do the rest.

Once you have Proof Read (highly recommended) your information, you may proceed to the checkout to process your order and receive your Order Conformation number.

Pertinent information along with your Order conformation number can be sent via E-mail to <a href="mailto:info@aircraftspruce.com">info@aircraftspruce.com</a> or Fax to 951-372-0555.

You can also mail the information along with you order conformation number to the address shown below:

Aircraft Spruce & Specialty 225 Airport Circle Corona, CA 92880