



Welcome to

‘ Help Us to Help You ’

A Special Information Package

From N.V. Trophies

Contact us : **Ph: 4393 0085 Fax: 4393 0089**
Email: sales@nvtrophies.com.au
Web: www.nvtrophies.com.au
Address: Unit 10/8 O’Hart Close,
Charmhaven 2263
P.O. Box 348, Wyong NSW 2259



N.V. Trophies stocks only the highest quality trophies and awards -
- **but that is not all we offer!**

N.V. Trophies is also dedicated to providing our customers with a thoroughly professional level of service at all times. We pride ourselves on being efficient, dependable and reliable so as to ensure your total satisfaction with each and every order.

We certainly **DO** understand how much of your time goes into organising your awards each year. It can be quite demanding but

WE MAKE IT EASY!

With the assistance of our new information package, you will see just how we can make this task so much easier for you.

This package contains all the information required for you to organise your awards as smoothly and efficiently as possible.

However, should you have any additional questions then please do not hesitate to contact us:

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Information Package Contents



Guidelines



Suggested Award Categories



Check List



Category / Name List



Guidelines

So we can serve you best

N.V Trophies is happy to take your order and deliver what you want when you want promptly and professionally.

However, to guarantee the completion of your order we ask of you the following:-

- We require final award numbers (confirmation of total awards required) to be provided no less than one week prior to the date your order is to be collected. If we do not have final numbers by this time we will have no choice but to order (and invoice you) what you originally told us.
- We require all names, information and final changes to be provided no less than one week prior to the date your order is to be collected. If names and all other related information are not received then we cannot guarantee that your order will be completed by the date required.
- If any changes are advised during the final week charges will apply for re-engraving, etc.
- When providing names and all other related information they are to be typed and all categories clearly labelled. Please ensure that all spelling is correct as we will engrave what you provide. (See sample sheet attached for preferred set out of names and information). **Separate sheets are required for each award category.**
- Information can be emailed, faxed or delivered in person. No information will be accepted over the phone – this eliminates any potential misunderstandings from both sides.
- If you are advising updated and/or a change in information to us then please ensure that all changes are clearly labelled and easily identifiable; i.e. highlighted or printed in different colour, etc.
- Any Perpetual Trophies requiring attention are required to be delivered no less than one week prior to the date your order is to be collected. This will ensure there is ample time to do updates, clean and attend to any repairs required.
- A minimum deposit of 10% is required to confirm your order. We will not be placing an order for your goods with our suppliers until this has been received.
- We will only accept information, changes and confirmation from one person within your club/organisation's committee. If another person is to contact us for any reason we ask that you let us know and authorise this.
- Please note that payment in full is required for all completed orders at time of collection.

Signed Name

Club/Organisation Position

N.V. Trophies Team Member Date



Suggested Award Categories

Have you thought about the following awards ???

Participation Award	Most Improved Player
Most Consistent Player	Coach's Award
Manager's Award	Best and Fairest Player
Junior of the Year	Senior of the Year
Player of the Year	Committee Person of the Year
Club Person of the Year	Volunteer of the Year
Junior Team of the Year	Senior Team of the Year
Sponsors Awards	Age Championships
Appreciation Awards	Team Awards (Graded Winners & Runners Up)
Place Ribbons/Sashes	Medallions (with ribbon or presentation box)
Academic Awards	Community Awards
Sporting Awards	Representative Awards
Class Awards	School Leaders
Dux of the Year	Behaviour Awards
Leading Points Scorer	Leading Try Scorer
Leading Goal Scorer	Best Attacking Player
Best Defensive Player	Player of the Year
Encouragement Award	Best Achievement
Best Supporter	Most Valued Team Player
Monthly Point Score	Yearly Point Score
Any Others ??	

NOTE : WHEN ADVISING NAMES AND RELEVANT INFORMATION FOR ALL AWARD WINNERS, PLEASE USE A SEPARATE SHEET FOR EACH AWARD CATEGORY.



Check List

Have you

- Selected all required trophies/awards
- Thoroughly checked all names of award recipients
- Provided exact engraving details (Remember that our engraving is totally reliant upon the correctness of the information you provide)
- Used a separate Category/Name List for each award category
- Collected and delivered all Perpetual Trophies for updating
- Paid the required 10% deposit so that your order can proceed
- Confirmed exact numbers of trophies/awards required
- Advised date of your presentation
- Confirmed date that completed order is to be collected
- Provided all necessary artwork/logos (in acceptable format)
- Arranged for payment in full at time completed order is collected



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