



Physical items guide

Use this checklist when requesting an optional trophy, printed certificate or official labels.

Describe the item

Item	Details needed
Trophy	Quantity, finish or material preferences and inscription
Printed certificate	Quantity, format and exact product and award details
Official labels	Quantity, dimensions, surface and application conditions
Delivery	Destination and contact details needed for the quotation

Use the exact Award ID and current product name. A physical item must describe only the recognised product and use.

Check the quotation

- Named seller and contact details.
- Item specification, quantity and personalisation.
- Currency, unit and total prices, taxes and delivery charges.
- Destination, production estimate and delivery terms.
- Payment method, cancellation terms and applicable conditions.

There is no order until the quotation and terms are accepted. Do not send payment-card details through an evidence upload.

Approve the proof

Check the product name, ID, actual award year and layout. Changes after approval may affect cost or timing and require agreement. Proof approval and payment state are separate from award status.

Delivery and support

Keep the order reference. Report a missing item, damage or production error with photographs and delivery details. The accepted terms and applicable rights govern correction, replacement or refund.

Your award remains independent

You may decline all items and keep the same recognition and free digital benefits. Purchasing does not widen mark permission or change any award decision.

Next steps

[Request a quotation](#)

[Read order terms](#)