

ORDER FORM FOR SIGNS

Date: _____

Use this order form to request nameplates and other signs. Use the "Text" area at the bottom portion to indicate how the sign is to read, attaching a separate sheet if more room is needed. Order only one type of sign on each order form, however, you may order nameplates for more than one person on each form, as long as the choices are identical. With the exception of Commissioners and Judges, working titles are not printed on signs. No gender/status titles such as Mr. or Mrs. are printed. The "Date needed by" must be at least one (1) month from the date sent. ***E-mail completed form to dchq.ecs@mdcourts.gov for processing.***

DESK Plate

Size: 2 x 8"

2 x 10"

or Two-tiered Commissioner Plate (name on top line, "Commissioner" on bottom)

DOOR Plate

Color or Background/Lettering

Holder

light walnut wood grain/white

black/white

gold

dark walnut wood grain/white

red/white

silver

oak wood grain/white

light blue/white

none needed

blue/white

Lettering

ALL CAPITAL LETTERS or Upper and Lower Case Letters

For JUDGES only: wood block with name attached (name on top line, title "Judge" on bottom line)

gold background with black letters

walnut background with white letters

black background with white letters

Wall Mounted Sign

Size: _____ (specify)

Double Sided Tape

Color of Background/Lettering:

dark walnut/white

light walnut/white

oak/white

black/white

red/white

blue/white

light blue/white

Lettering:

ALL CAPITAL LETTERS

Upper and Lower Case Letters

Text:

REVIEW

OK to PRINT

Initials _____

Date _____

OK to SEND

Initials _____

Date _____

Ship to: _____

Date needed by: _____

Must be at least one (1) month from the date sent

Contact Person: _____

Authorized Signature

Phone Number