

# 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. *Send completed form to DCHQ, Engineering & Central Services, 580 Taylor Avenue, Suite A-3, Annapolis, Maryland 21401 for processing.*

**DESK Plate**    Size:     2x8"         2x10"  
or                       Two-tiered Commissioner Plate (name on top line, "Commissioner" on bottom)

**DOOR Plate**

**Color of Background/Lettering**

**Holder**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> light walnut wood grain/white | <input type="checkbox"/> black/white      | <input type="checkbox"/> gold        |
| <input type="checkbox"/> dark walnut wood grain/white  | <input type="checkbox"/> red/white        | <input type="checkbox"/> silver      |
| <input type="checkbox"/> oak wood grain/white          | <input type="checkbox"/> light blue/white | <input type="checkbox"/> none needed |
| <input type="checkbox"/> 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

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**Wall Mounted Sign**    Size: \_\_\_\_\_ (specify)

**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

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Text: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>REVIEW</b>
<b>OK to PRINT</b>
Initials _____
Date _____
<b>OK to SEND</b>
Initials _____
Date _____

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Ship to: \_\_\_\_\_                      Date needed by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_                      Authorized Signature                      Phone Number