



1 CUSTOMER INFORMATION

Customer Number (see mailing label) _____

Order Number (if known) _____

Name (please print) _____

Title _____ Dept. _____

Organization _____

Street (No P.O. Boxes) _____ Mail Code _____

City _____ State _____ Zip _____

Daytime Phone (____) _____ - _____ FAX (____) _____ - _____

E-mail _____

Check here if you DO NOT want to receive e-mail promotions and offers.

2 TYPE OR PRINT THE MESSAGE TO BE ENGRAVED IN THE BOX BELOW:

[Empty box for engraving message]

3 INDICATE THE SIGN(S) TO BE ENGRAVED:

Product Number	Sign Dimensions	Quantity

4 SPECIFY FONT (Block, Roman or Helvetica):

- BLOCK
- ROMAN
- HELVETICA

BLOCK will be used if not specified.



5 SPECIFY CASE (UPPER or Upper/Lower):

- UPPER
- Upper/Lower

UPPERCASE will be used if not specified.

6 SPECIFY TEXT PLACEMENT

(Centered, Flush Left or Flush Right):

CENTERED **CENTERED**

FLUSH LEFT **FLUSH LEFT**

FLUSH RIGHT **FLUSH RIGHT**

7 SPECIFY LOGO PLACEMENT

(for signs with library logo):

8 SPECIFY DIRECTION & TYPE OF ARROW (if applicable):

UP TYPE 1

DOWN TYPE 2

LEFT TYPE 3

RIGHT TYPE 4

9 SPECIFY COLOR COMBINATION FROM THE CHART BELOW:

Black/White will be used if not specified.

Gloss Finish

Almond/Brown	Black/White	Polished Brass/Black	Yellow/Black
Blue/White	Green/White	Red/White	Walnut/White

Matte Finish

Black/Gold	Maroon/White	Navy Blue/White	Teal/White

Marbled Finish

Green/Bone White	Grey/Black	Maroon/Pewter

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