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# Layout Request Form

Date: \_\_\_/\_\_\_/\_\_\_

How did you find us?		
Google	Yahoo	Other: _____

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ x \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Send Layout Via — Fax Mail E-Mail: \_\_\_\_\_

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Your Mailing Address	Your Shipping Address
Firm / Company / Organization Name _____	Firm / Company / Organization Name _____ ( <input type="checkbox"/> Same )
Your Name / Person to Contact _____	Your Name / Person to Contact _____ ( <input type="checkbox"/> Same )
Mailing Address _____	Shipping Address _____ ( <input type="checkbox"/> Same )
City, State & Zip _____	City, State & Zip _____ ( <input type="checkbox"/> Same )

Item	Size	Product	Material	Finish	Additional Plaque Info
<input type="checkbox"/> A Plaque <input type="checkbox"/> An Interchangeable Nameplate <input type="checkbox"/> A DuraBronze Door Nameplate <input type="checkbox"/> A Desk Nameplate	Width _____" x _____" Height _____"	<input type="checkbox"/> DuraBronze™ <input type="checkbox"/> Cast Metal <input type="checkbox"/> Engraved Metal <input type="checkbox"/> Etched Metal	<input type="checkbox"/> Bronze <input type="checkbox"/> Aluminum <input type="checkbox"/> Zinc <input type="checkbox"/> Bronze/Brass <input type="checkbox"/> Copper <input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Gold / Brown <input type="checkbox"/> Gold / Black <input type="checkbox"/> Silver / Black <input type="checkbox"/> _____	<input type="checkbox"/> Interchangeable Nameplates Total plates with names: _____ Total plaque capacity: _____ <input type="checkbox"/> Border Style: _____

**Inscription / Special Instructions**

Write your inscription in the space below (or use a separate sheet of paper), then indicate which lines will be the Largest (L), Smallest (S), or Medium (M) when compared, proportionally, to the other lines. Also indicate the letter style if you have a preference:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**My project is time sensitive!** Please include options for rush production, if possible, with my Layout and Quote. We are planning a special event on \_\_\_/\_\_\_/\_\_\_ and would like to receive the plaque by \_\_\_/\_\_\_/\_\_\_ if possible.

**Additional Information**

**Size** — Specifications for the above item are:  Approximate (proportion as necessary)  Exact (do not alter)

**Matching** — This item must match an existing item in the following ways (check all that apply):  
 Height  Width  Ltr. Style(s)  Ltr. Size(s)  Color Combination  Mtg. Holes  Mtg. Hardware  All  
 Other \_\_\_\_\_

**Mounting Surface** — This item will be mounted as follows:  Inside  Outside  
 Space available: Width \_\_\_\_\_" Height \_\_\_\_\_"  Open Wall  
 Surface is:  Brick  Masonry  Stone  Wood  Hollow Wall  Other \_\_\_\_\_

**Layout Deadline** — A Layout & Quote are needed for a meeting on \_\_\_/\_\_\_/\_\_\_ . Fax or deliver them by \_\_\_\_\_  AM  PM