

**ETCHED PLAQUE ORDER FORM**

1315 WEST LIBERTY AVENUE  
PITTSBURGH, PA 15226  
1-800-950-1317  
FAX 866-814-4028

125 SISLER STREET  
KINGWOOD, WV 26537  
1-800-950-1317  
FAX 866-814-4028

ACCOUNT # \_\_\_\_\_

**Bill To:** \_\_\_\_\_ **Ship To:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**P.O. Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Immediate Production 118282 **OR**  Proof for Approval 119074 send via  FAX  EMAIL  
 Must match previous Order No. \_\_\_\_\_  
 Price is subject to sales tax unless an exemption certificate is on file.  
 Is the order needed for a dedication? \_\_\_\_\_ Dedication Date \_\_\_\_\_  
 Terms: Net 30 days with approved credit—otherwise 50% deposit with  
 Do you authorize air freight charges to meet delivery?  YES  NO order, balance C.O.D.

**Quantity** \_\_\_\_\_ **Size** \_\_\_\_\_  
 Quantity: \_\_\_\_\_ Size: Left to Right: \_\_\_\_\_ X Top to Bottom: \_\_\_\_\_  
 Quantity: \_\_\_\_\_ Size: Left to Right: \_\_\_\_\_ X Top to Bottom: \_\_\_\_\_  
 Quantity: \_\_\_\_\_ Size: Left to Right: \_\_\_\_\_ X Top to Bottom: \_\_\_\_\_ Price \_\_\_\_\_

**Material** (Check material and plate thickness)  
 Aluminum  1/16"  1/8"  3/16"  1/4"  
 Brass  1/16"  1/8"  3/16"  1/4"  
 Commercial Bronze  1/16"  1/8"  3/16"  1/4"  
 Copper  1/16"  1/8"  3/16"  1/4"  
 Muntz Metal  1/16"  1/8"  3/16"  1/4"  
 Stainless Steel  1/16"  1/8"  3/16"  1/4"  
 Zinc  .064"  .125"  .153"  .250" (laminated)  
 \_\_\_\_\_

**Corners/Shape**  
 Square Corners 120680  Radius Corners 120017  
 Special Radius-1/2" Hole Size 116845  
 Oval 122238  Custom 117229  Circle 124899

**Edge**  
 Square Edge (90°) 112684  
 Bevel Edge (45° standard) 115436  
 Eased/Rounded 121131  
 \_\_\_\_\_

**Graphics**  
 Lettering Recessed/Incised (etching .010" to .020") 122455  
 Lettering Raised/Relief (etching .020") 122515  
 ADA Braille & Graphics Raised (etching .032") 124133  
 \_\_\_\_\_

**Letterstyle/Artwork**  
**Customer-provided artwork:**  
 If you are providing artwork for custom letters or logos, via disk or e-mail, specify format: \_\_\_\_\_  
 CDR, Adobe Illustrator is preferred. Please provide a hard copy proof of any electronic artwork for our records.  
 Artwork provided by Matthews 124423  Use customer artwork 120806

**Matthews to typeset/prepare artwork:**  
 Specify typestyle(s): \_\_\_\_\_  
 Caps 116395  Caps/lc 124499  Center Copy 119340  Flush Left 119491  
 Modify layout/line breaks as needed 114700  
 Letter sizes determined by Matthews 122709  
 Match layout exactly as submitted 116619  
 Match customer layout as closely as possible 125122

**Halftones/Special Decor**  
**Specify and describe required items:**  
 Original photo enclosed 110241 \_\_\_\_\_  
 Disk enclosed with scanned image \_\_\_\_\_

**Finish on Raised Areas**  
 Brushed Satin (horizontal grain) 123914  Brushed Satin (vertical grain) 110139  
 Polished 114585  
 Oxidized in raised areas—Brass Alloys only (specify one option from below)  
 Light 127410  Medium 124621  Dark 123485  
 Patina (on Copper only) 118354  
 Painted (specify color & placement) 118913 \_\_\_\_\_  
 Random-Orbital (non-directional) 124731 \_\_\_\_\_  
 Zinc (specify:  Silvertone 113351,  Bronzestone 112482  
 Brasstone Finish 114980

**Color for Recessed Areas**  
 Painted (specify color & placement) 116505  
 Natural (painted to match alloy)  
 Oxidized in recessed areas 118676—Brass Alloys only (specify one option)  Light 127410  Medium 124621  Dark 123485

**Edge Finish**  
 Satin 114234  Polished 111884  
 Painted to match background 120190 \_\_\_\_\_  
 Blasted 111630  Oxidized 120283 (Brass Alloy Only)

**Clear Coating**  
 No Clear Coat 170425  Semigloss Lacquer 120285  Glossy Lacquer 118385

**Mounting Method**  
 None 116582  Foam on Vinyl Spectape  Double Faced Tape  
 Studs (Drill & Tap back) 116154  Studs (Weld to back) 117624  
 Drill Holes (specify: Quantity, Size, Location, and if Countersunk)

*By permitting Matthews to process this order, customer hereby authorizes Matthews to photograph the ordered products for use in professional marketing materials produced by Matthews for external distribution; provided, however customer may reserve the right to modify this authorization by checking the following box.*