

Please remember – you must also submit a work order online at <https://lufacilities.lewisu.edu:82/home.html>



PLEASE PRINT OR TYPE

Name		Extension					
Department							
Fund/Org/Acct/Program							
		Velcro Needed	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No		
Yes	No						
Plate Size		Plate Color					
		Letter Color					
			Letter Size				
			¾ inch				
			½ or ¼ inch				
			½ inch				
			½ inch				
Desk Plate		Desk plate holder needed	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No		
Yes	No						
Plate Size	2"x10"	Plate Color					
Letter Size	See below	Letter Color					
Recommended letter size (depending on length of name) 1 line only - ¾ inch			Letter Size				
Line 1			¾ inch				
Line 2			3/8 inch				
Other							
<p>Engraving will be billed at \$.35 per letter Desk Plate Holders will be billed at \$7.50/each Return to Shipping/Receiving Unit 197 email: shipandrec@lewisu.edu</p>							