

Request for Official Personnel, Organizational, and Miscellaneous Signage, Desk Nameplates, Portal Lettering, and Award Plaques

Submit this form to the Division of Facilities Management MS-1210 to order door title card inserts, desk name plates, portal lettering, award plaques and other miscellaneous signs for Main and South Interior Buildings. (A) Up to seven lines of 27 characters each can be engraved on door title card inserts. (B) One line and up to 20 characters can be engraved on the desk name plate insert. (C) See customs award plaques section for available styles and types of awards. (D) Portal lettering have up to three lines with 20 characters on each line (2", 2 1/2", and 3" lettering). (E) Miscellaneous signs size and letters will be determined on a case-by-case request. Please refer to our web page at <http://www.nbc.gov/facilities/> for pricing and guidance.

Send to: Alteration_Services@nbc.gov or deliver to room 1218-MIB.				
Administrative Contact:		Name of Requestor:		Bureau/Office:
				Phone:
Method of Payment (select one)	Credit Card Profile:	Credit Card:	DI-1 blanket:	DI-1 (must be attached to document):

A. 3-5/8" x 8-1/8" Door Title Card Inserts:

Room#
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Room#
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Room#
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Room#
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B. 2" x 10" Desk Name plates: w/holder

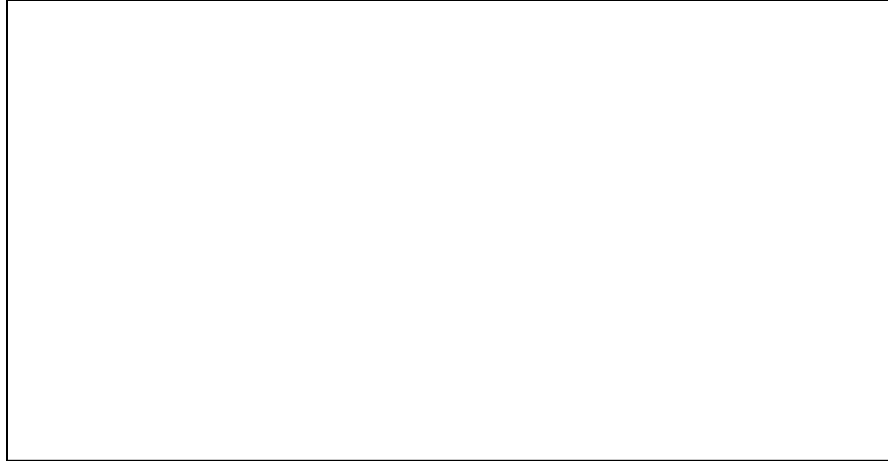
B. 2" x 10" Desk Name plates: w/holder

Request for Award Plaques and Portal Lettering

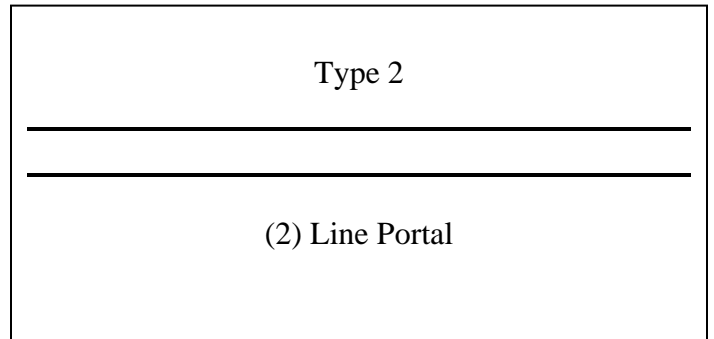
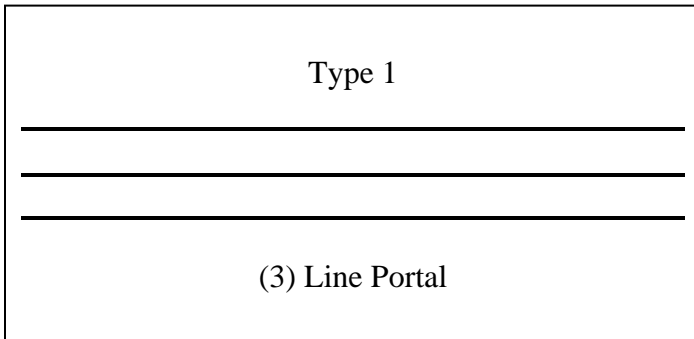
C. Custom Award Plaques:

To view samples of award plaques please contact Alterations services on 208-3350.

Text



D. Portal Lettering: Up to three lines with 20 characters on each line



Times New Roman style 3" high, 1.5" thick gold lettering will be used. In areas where 3" letters cannot be used, 2" to 2.5" lettering will be used depending on layout.

E. Miscellaneous Signage:

