

Signage

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GERALD MARTIN

Stay Connected

Professional signage speaks volumes about your business without saying a word. MMF offers a comprehensive selection of signage to help keep people connected. From compliance to perpetual calendars, desk and wall signs...MMF has it all!

Whether your business is in banking, government, retail, healthcare or education, our durable signs are easy to customize!



Updated FDIC Signage
See page 34-35

**NEW Products
available from
MMF in this
Catalog!**

**Be sure to
check them out!**



2216119G2
Steelmaster® Security Boxes
See page 2



264655050
Steelmaster® Monitor Stand
See page 106



264654004
Steelmaster® SOHO Tablet Stand
See page 95



2330871MX07
Combination Lock Security Bag
See page 54



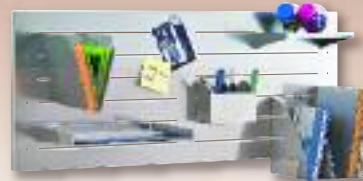
264C10050
Steelmaster® Corner Organizer
See page 105



264P1004
Steelmaster® Multi-Purpose Organizer
See page 105



26494007
Steelmaster® SOHO Pen & Note Holder
See page 93



264P20050
Steelmaster® Slot System
See page 108



270162408
Steelmaster® SOHO Magnetic Board
See page 94



241873RA3
Steelmaster® SOHO Deluxe Bookend Sorter
See page 92



221269206
Steelmaster® Cookbook Safe
See page 3



All FDIC signs are updated to include the permanent \$250,000 deposit insurance limit!



A. Counter-Style FDIC Signs with Aluminum Base

- *Display these attractive signs in any financial institution*
- Sturdy laminate signs feature silk-screened typeface and are mounted on brushed aluminum backplate
- Signs feature a matching brushed aluminum base that fits any décor and can be displayed prominently on a desk or countertop

Model No.	Nameplate Color	Backplate Color	Lettering Color	Dimensions		Base	
				W	H	W	D
284075527	Black	Silver	White	8-1/2"	3-1/2"	9-1/2"	1-1/2"
284075565	Gold	Black	Black	8-1/2"	3-1/2"	9-1/2"	1-1/2"



B. Counter-Style FDIC Signs with Backplate

- *Sits elegantly on any desk or countertop*
- Sturdy laminate signs are mounted on brushed aluminum backplate and come in your choice of etched or silk-screened typeface
- Display anywhere you can place the clear Plexiglas base

Model No.	Nameplate Color	Backplate Color	Lettering Color	Type Imprinting	Dimensions		Base	
					W	H	W	D
284011000	Black	Silver	White	Etched	7-1/2"	3-1/2"	7-1/2"	2"
284011100	Silver	Black	Black	Etched	7-1/2"	3-1/2"	7-1/2"	2"
284010800	Gold	Black	Black	Silk Screened	7-1/2"	3-1/2"	7-1/2"	2"



C. Wall-Style FDIC Signs with Backplate

- *Display prominently on any wall*
- Perfect for teller areas, reception areas or drive-up window areas
- Display these attractive signs in any financial institution for immediate customer recognition of your FDIC membership
- Sturdy laminate signs are mounted on brushed aluminum backplate and come in your choice of etched or silk-screened typeface

Model No.	Nameplate Color	Backplate Color	Lettering Color	Type Imprinting	Dimensions	
					W	H
284011700	Black	Silver	White	Etched	7-1/2"	3-1/2"
284011800	Silver	Black	Black	Etched	7-1/2"	3-1/2"
284010700	Gold	Black	Black	Silk Screened	7-1/2"	3-1/2"



D

D. Wall-Style FDIC Signs without Backplate

- Same as B on previous page but without backplate
- Includes double-coated adhesive for flush wall mounting

Model No.	Nameplate Color	Lettering Color	Type Imprinting	Dimensions W H	
284011400	Black	White	Etched	7"	3"
284011500	Silver	Black	Etched	7"	3"
284010600	Gold	Black	Silk Screened	7"	3"



E

E. Adhesive-Faced Mylar Decals

- Display prominently on any wall
- Perfect for ATM area doors, windows in customer view, lobby doors or drive-up windows
- Pressure-sensitive, adhesive-faced decal is visible from both sides
- Embossed decal is 20-mil. thick

Model No.	Color	Dimensions W H	
284110245	Black on Gold	7"	3"
284110227	Black on Silver	7"	3"

NCUA Signage

- Keep your customers informed with a range of professional NCUA signage reflecting \$250,000 share insurance protection.



A

A. Adhesive-Faced Mylar Decals

- Perfect for ATM area doors, windows in customer view, lobby doors or drive-up windows
- Pressure-sensitive, adhesive-faced decal is visible from both sides
- Economical and durable
- Embossed decal is 20-mil. thick

Model No.	Color	Dimensions W H	
2841601N45	Black on Gold	7"	3"
2841601N08	Black on Silver	7"	3"

B. NCUA Laminate Signs

- Can be used as a countertop or wall sign
- Sturdy blue laminate signs feature white, silk-screened type
- Signs feature double-coated adhesive backing for convenient mounting
- Can be ordered with clear Plexiglas base for display

Model No.	Description	Dimensions W H		Base Size W D	
2840601N08	NCUA Sign Only	7"	3"	—	—
2840603N08	Sign with Plexiglas Base	7"	3"	7-1/2"	2"



B



A. USA Patriot Act Compliance Easel Style Signs

- *Plexiglas signs can be placed on desks, teller windows or countertops*
- Financial institutions must notify customers of identity verification procedures in order to comply with the USA Patriot Act
- Signs are available in three types of verbiage:
Important Information about opening a new account
Customer Identification requirements
Bank Member Identification requirements

Model No.	Standard Copy	Dimensions	
		W	H
283560004	Important Information	6"	9"
283595204	Customer Identification	6"	9"
28369CU04	Member Identification	6"	9"



B. Reversible Slide-Post Teller Signs

- *Choice of Next Teller Please, Next Window Please or Custom Message engraved on one side and personalized line of copy on reverse*
- Nameplates feature sturdy, lightweight aluminum frames with slotted upright frame posts and non-slip cork on bottom of base
- Etched imprints slide easily in and out of frame posts for easy changes
- Price includes one line of copy per side, extra lines of copy available at additional charge
- Nameplates only available in black, frame color only available in silver

Model No.	Description	Dimensions		
		W	H	D
Next Teller Please				
2810130	Nameplate with Frame	*10-1/2"	1/4"	1-1/2"
281013104	Nameplate Only	8-3/4"	2-5/8"	3/32"
Next Window Please				
2810134	Nameplate with Frame	*10-1/2"	1/4"	1-1/2"
281013504	Nameplate Only	8-3/4"	2-5/8"	3/32"
Custom Message				
2810138	Nameplate with Frame	*10-1/2"	1/4"	1-1/2"
281013904	Nameplate Only	8-3/4"	2-5/8"	3/32"
281888800	Additional Lines of Copy	—		

*Denotes base size



C. Plexiglas Pyramid-Style Reversible Arrow Signs

- *Signs are reversible so they are visible from both sides*
- Copy is silk screened in silver ink on black background
- Available in typeface shown with two choices of copy:
Next Teller Please or **Next Window Please**

Model No.	Standard Copy	Dimensions		
		W	H	D
283075500	Next Teller Please	7-1/2"	2-3/8"	2-5/8"
283075700	Next Window Please	7-1/2"	2-3/8"	2-5/8"



Bank Counter & Teller Signs

Signage



A. Easel-Style "Funds Availability Policy" Plexiglas Signs

- Signs comply with Federal Reserve Regulation CC requirements
- Display in teller areas, reception desks or on customer counters
- Signs feature non-slip feet that won't mar counters or slide off slick surfaces
- Copy is silk screened in white ink on black background
- Available in typeface shown with two choices of copy:
 - Copy 1 - Standard on second to last line of copy
 - Copy 2 - "Electronic direct deposits" is specified within policy

Model No.	Description	Dimensions	
		W	H
283F69FA204	Copy 1 - Second Business Day	6"	9"
283510004	Copy 1 - Fifth Business Day	6"	9"
283F69FA2ELC04	Copy 2 - Second Business Day	6"	9"
283510104	Copy 2 - Fifth Business Day	6"	9"

B. Easel-Style "Closed" Plexiglas Signs

- Signs are clearly visible from a distance and perfect for teller windows
- Sturdy Plexiglas signs immediately distinguish that window is "CLOSED" from a distance with large, silk-screened, white ink on black background
- Signs feature non-slip feet that won't mar counters or slide off slick surfaces
- Choice of FDIC or NCUA logos to accompany standard copy
- Rubberized, non-slip cork bases won't mar counters or slide off slick surfaces



Model No.	Standard Copy	Dimensions	
		W	H
283075304	FDIC Logo	12"	2-1/2"
2830752N04	NCUA Logo	12"	2-1/2"



C. Custom Engraved Counter Signs with Plexiglas Base

- Ideal for teller areas, customer counters or drive-up windows
- Sign is engraved with your custom message and offers custom message etched-typeface imprints up to 4 lines of your choice of copy
- Sturdy, clear slotted Plexiglas base holds engraved 3/32" thick sign
- Please add Engraved Nameplate color code suffix to Model No. and select typeface from Nameplate Selector Guide on page 43
- Price includes four lines of copy

Model No.	Description	Color	W	H	D
2820906	Sign with Base	See Selector Guide	9"	6"	1-1/2"
281888800	Additional Lines of Copy	-			

Copy is for example only. Please specify your own custom copy.





A



B

A. Walnut Desk Sign

- Richly grained nameplate has elegant look that will match any executive environment
- Solid, hand-rubbed walnut finished desk sign features beveled edges
- Rubberized non-slip cork base that scratch desks
- Nameplate is imprinted with black engraved letters in Classic Times typeface
- Optional typefaces available - see Engraved Typeface choices under Nameplate Selector Guide on page 43
- Nameplate price includes one line of copy, additional lines may be added at extra charge

Model No.	Description	Dimensions		
		W	H	D
281200100	Walnut & Brass Desk Sign	10-1/2"	1-3/4"	2-1/4"
281888800	Additional Line of Copy - Engraved	-		

B. Walnut & Laminate Desk Sign with Logo and Business Card Holder

- Elegant and luxurious signs give a great first impression to customers and business partners
- Richly grained solid walnut signs with laminate nameplates have an elegant look
- Solid, hand-rubbed walnut-finished desk signs feature beveled edges and rubberized non-slip cork bases
- Black laminate nameplate has white engraved letters in Standard Gothic typeface and silk-screened logo
- Optional typefaces available - see Engraved Typeface choices under Nameplate Selector Guide on page 43
- Nameplate price includes one line of copy, additional lines may be added at extra charge
- Business card holder accepts standard-sized cards and invites customers to take your card. Business Card Slot: 4"L x 5/8"W x 1"D

Model No.	Description	Logo	Dimensions		
			W	H	D
281200404	Walnut & Laminate Sign	FDIC	8-1/2"	1-3/4"	2"
2812005N04	Walnut & Laminate Sign	NCUA	8-1/2"	1-3/4"	2"
281200704	Walnut & Laminate Sign	Custom	8-1/2"	1-3/4"	2"
283900100	Custom Logo Screen Charge		-		
281888800	Additional Line of Copy - Engraved		-		



C

C. Walnut Desk Sign with Business Card Holder

- Solid, hand-rubbed walnut-finished desk signs feature beveled edges
- Rubberized non-slip cork base that scratch desks
- Nameplate is imprinted with black engraved letters in Classic Times typeface
- Optional typefaces available - see Engraved Typeface choices under Nameplate Selector Guide on page 43
- Nameplate price includes one line of copy, additional lines may be added at extra charge
- Business card holder accepts standard-sized cards and invites customers to take your card. Business Card Slot: 4"L x 5/8"W x 1"D

Model No.	Description	Dimensions		
		W	H	D
281200300	Walnut & Brass Desk Sign	8-1/2"	1-3/4"	2"
281888800	Additional Line of Copy - Engraved	-		



D

D. Slide-Post Desk Signs

- Sturdy, lightweight aluminum frame with slotted upright frame posts
- Non-slip adhesive-backed cork on bottom of base
- Your choice of color with Engraved or Subsurface-Engraved lettering
- Nameplate slides easily in and out of frame posts for easy changes

Please add Engraved or Subsurface-Engraved Nameplate color code suffix to Model No. and select Typeface from Nameplate Selector Guide on page 43

Model No.	Frame Color	Dimensions		Base Size	
		W	H	W	D
2810115	Silver	9"	2"	11"	1-1/2"

Desk & Wall Signs

Signage



A. Hand-Cast Bronze Name Signs

- *Hand-Cast Bronze signs feature raised, polished letters and borders*
- Available in Gothic or Roman upper case lettering on finely-grained Black Stippled or Statuary Bronze background
- Non-mar, non-slip felt pads that won't scratch desks
- Large enough to accommodate names up to 20 characters per line

Model No.	Copy	Dimensions	
		W	H
2810521	Single Line	10"	2-1/2"
2810522	Double Line	10"	2-1/2"

Please add Letter Suffix from chart below to Model No. when ordering to specify lettering style and background color

Lettering Style	Background Color	Letter Suffix
Gothic	Black Stippled	XD04
Gothic	Statuary Bronze	XE21
Roman	Black Stippled	XF04
Roman	Statuary Bronze	XG21

Please allow 8 weeks for delivery on this item



Easel-style integral stand

B. Conference Room Signs

- *All screen-printed letters that say "Conference Room" in panel that slides to cover "Vacant" or "Occupied"*
- Features radius corners
- Available in black only

Model No.	Description	Dimensions		
		W	H	D
2837216W04	Standard	9"	2"	3/8"
2837216S04	Custom			



B

C. Slide-Insert Desk Sign

- *Available in 8" or 10" width in your choice of nameplate colors*
- Non-slip adhesive-backed cork on bottom of base
- Your choice of color with Engraved or Subsurface-Engraved lettering
- Price includes one line of copy, additional lines of copy are available for an additional charge

Please add Engraved or Subsurface-Engraved Nameplate color code suffix to Model No. and select Typeface from Nameplate Selector Guide on page 43

Model No.	Description	Frame Color
2810124	8" Slide-Insert Sign & Frame	Silver
2810103	8" Replacement Nameplate Insert	-
2810127	10" Slide-Insert Sign & Frame	Silver
2810104	10" Replacement Nameplate Insert	-
281888800	Additional Lines of Copy	-



C





A. Upright Desk Signs

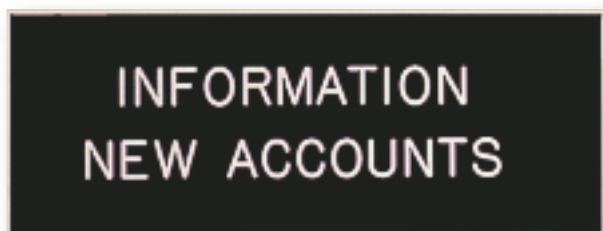
- *Attractive, custom engraved nameplate*
- Frame colors include black or silver
- Backplate Size: 9½"W x 2½"H, Base Size: 10½"W x 2½"D, Nameplate Size: 9"W x 2"H

Please add Engraved or Sub-Engraved Nameplate color code suffix to Model No. and select Typeface from Nameplate Selector Guide on page 43

Model No.	Description	Frame Color
2810110	Nameplate with Frame	Black
2810112	Nameplate with Frame	Silver
2810107	Nameplate Only	—



A



B

B. Engraved Wall or Door Signs

- *Ideal for getting your message across or for identifying offices*
- Wall or door signs feature engraved imprinting and finished beveled edges
- Double-coated adhesive backing for wall or door mounting
- Other mounting options are available – please specify
 - 1) Screws for permanent mounting
 - 2) Hook & Loop backing for fabric mounting
 - 3) Without mounting – Engraved Nameplate only
- Price includes one line of copy, Extra lines of copy available at additional charge

Please add Engraved or Sub-Engraved Nameplate color code suffix to Model No. and select Typeface from Nameplate Selector Guide on page 43

Model No.	Description	Dimensions		
		W	H	D
2830221	8" Engraved Formica Sign	8"	2"	1/16"
2830220	10" Engraved Formica Sign	10"	2"	1/16"
281888800	Additional Lines of copy	—		



C



D

C-D. Aluminum Sign Holders

- *Quality-made, attractive sign holders stand up to the rigors of year to year use*
- Attractive, anodized aluminum frames accept 2"H x 1/16"D sign inserts in 8" or 10" widths
- Frames are notched at top and bottom so signs slide easily
- Base features non-slip adhesive-backed cork on bottom
- Wall style has mounting holes and screws (included)

	Model No.	Description
C	283030620	8" Desk-Style
	283030720	10" Desk-Style
D	283030320	8" Wall-Style
	283030520	10" Wall-Style

Perpetual Calendars

Signage



Ideal for banks, retailers, office and hotel lobbies, tuition offices, will call counters, temp agencies or financial institutions



A



A. Magnetic Day-Month-Date Calendars

- *Magnetically held in place, inserts remove easily for daily changes*
- Date inserts are silk-screened with 1/2" Helvetica Medium typeface
- Double-coated adhesive for semi-permanent mounting
- Available in both Desk/Counter and Wall/Door styles
- Non-slip rubberized cork base may be requested for Desk style
- Hook and loop fastener backing may be requested for Wall style
- For permanent mounting, screws may be affixed through back plate
- Black finish

Model No.	Description	Dimensions		
		W	H	D
283702904	Desk/Counter	9"	2"	1-3/8"
283703104	Wall/Door	9"	2"	3/8"
Replacement Inserts				
283709004	1/3 Insert - Day		-	
283709104	1/3 Insert - Month		-	
283709204	1/3 Insert - Date		-	
283709404	1/3 Insert - Day/Month/Date		-	

B. Self Storing Counter Calendars

- *Perpetual calendar features a complete set of Day-Month-Date inserts*
- Sturdy, brushed aluminum base has a removable box top that allows storage of changeable date inserts
- Non-slip bottom (available with double-coated adhesive base on request – specify when ordering)
- Available in Silver or Black and single-face or double-face models
- Size: 11"W x 2½"H x 4"D

Model No.	Description	Finish	Insert Color
286074127	Single Face Calendar	Silver	Black with White Letters
286074131	Single Face Calendar	Black	White with Black Letters
286074227	Double Face Calendar	Silver	Black with White Letters
286074231	Double Face Calendar	Black	White with Black Letters
286002604	Set of Replacement Inserts	-	Black with White Letters
286002606	Set of Replacement Inserts	-	White with Black Letters



B



C. Countertop Calendars

- *Anodized aluminum perpetual calendar displays Day-Month-Date*
- Optional double-coated adhesive base when specified
- Available in choice of Silver or Black, and single-face or double-face
- Size: 11½"W x 2¼"H x 3½"D



C

Model No.	Description	Finish	Insert Color
286072327	Single Face Calendar	Silver	Black with White Letters
286072331	Single Faced Calendar	Black	White with Black Letters
286072427	Double Faced Calendar	Silver	Black with White Letters
286072431	Double Faced Calendar	Black	White with Black Letters
286002604	Set of Replacement Inserts	-	Black with White Letters
286002606	Set of Replacement Inserts	-	White with Black Letters





Create customized nameplates with the flexibility of changeable signs.

Magnetic nameplates snap easily in and out of sign frames, allowing you to change your nameplates.

Frame Colors Please write the frame color code and model number on the order form (page 46).

Gray Frame (01)

Black Frame (04)

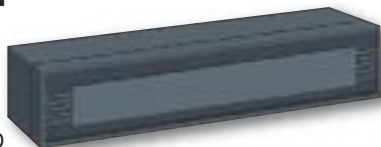
Brown Frame (09)

Bronze Frame (93)

Square Frames

DESK BAR

Size: 9"W x 2"H x 1-3/8"D
Model No. 2837042F



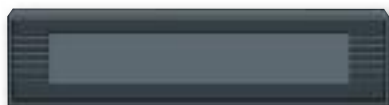
REVERSIBLE TELLER BARS

Size: 9"W x 2"H x 1-3/8"D
"Next Teller Please" Model No. 2837044T
"Next Window Please" Model No. 2837046W



WALL SIGN

Size: 9"W x 2"H x 3/8"D
Model No. 2837048F



DESK PEDESTAL

Size: 9"W x 2"H x 3/8"D
Model No. 2837050F04 (Available in Black only)



Radius Frames

DESK BAR

Size: 9"W x 2"H x 1-3/8"D
Model No. 2837043F



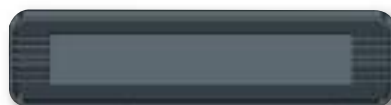
REVERSIBLE TELLER BARS

Size: 9"W x 2"H x 1-3/8"D
"Next Teller Please" Model No. 2837045T
"Next Window Please" Model No. 2837047W



WALL SIGN

Size: 9"W x 2"H x 3/8"D
Model No. 2837049F



DESK PEDESTAL

Size: 9"W x 2"H x 3/8"D
Model No. 2837061F04 (Available in Black only)



Mounting Options To choose a mounting option, please check the appropriate box on page 46.

FOR DESK BARS AND DESK PEDESTALS



CORK BASE (Standard)

A non-slip, rubberized cork base will be supplied unless otherwise specified. No extra charge.



DOUBLE-FACED ADHESIVE (Optional)

For semi-permanent mounting, a double-coated adhesive may be requested instead of the cork base. No extra charge.

FOR WALL SIGNS



DOUBLE-FACED ADHESIVE TAPE (Standard)

A double-coated adhesive for semi-permanent mounting will be supplied unless otherwise specified.

BACKING WITH HOOK AND LOOP FASTENER (Optional) Supplied in place of adhesive upon request. No extra charge.



DOUBLE-PIN MOUNTS (Optional)

Two pins on sign back easily slip into cloth surfaces. Model No. 283700100

Changeable Desk and Wall Signs

Signage



Subsurface-Engraved Nameplates

Imprint is reverse-engraved, then covered with a blended acrylic material providing a smooth surface for a tough, long-lasting sign.

SQUARE NAMEPLATES

1 CENTERED LINE (STANDARD)

2836095 Standard Nameplate



1 LINE (STANDARD)

2836079N NCUA 1/3 Nameplate
2836097 2/3 Combination Nameplate
(both required to complete sign)



1 LINE (STANDARD)

2836080 FDIC 1/3 Nameplate
2836097 2/3 Combination Nameplate
(both required to complete sign)

RADIUS NAMEPLATES

1 CENTERED LINE (STANDARD)

2836082 Standard Nameplate

Model No. Description

283666600 Additional Line of Copy Subsurface-Engraved



1 LINE (STANDARD)

2836088N NCUA Nameplate



1 LINE (STANDARD)

2836087 FDIC Nameplate

Engraved Nameplates

Imprint is etched on the front of the Nameplate for a clean, textured look.

1 CENTERED LINE (STANDARD)

2838095 Square Nameplate

Model No. Description

281888800 Additional Line of Copy - Engraved



1 LINE (STANDARD)

2838079N NCUA 1/3 Nameplate
2838097 2/3 Combination Nameplate
(both required to complete sign)



1 LINE (STANDARD)

2838080 FDIC 1/3 Nameplate
2838097 2/3 Combination Nameplate

Vinyletter™ Nameplates

Stick-on letters are precision cut from vinyl and evenly spaced on injection-molded plastic Nameplate.

SQUARE NAMEPLATES

1 Flush Left Line (standard)

2837095 Standard Nameplate

YOUR
LOGO
HERE

1 Line (standard)

2837081 Custom 1/3 Nameplate
Min. order 10 each
2837097 2/3 Combination Nameplate



1 Line (standard)

2837079N NCUA 1/3 Nameplate
2837097 2/3 Combination Nameplate
(both required to complete sign)



1 Line (standard)

2837080 FDIC 1/3 Nameplate
2837097 2/3 Combination Nameplate
(both required to complete sign)

SQUARE SPLIT NAMEPLATES

1 Line (standard)

1 Line (standard)

2837098 Full Length Split Nameplates
(2 required to complete sign)

RADIUS NAMEPLATES

1 Flush Left Line (standard)

2837082 Radius Nameplate

Model No. Description

283777700 Additional Line of Copy - Vinyletter



1 Line (standard)

2837088N NCUA Nameplate



1 Line (standard)

2837087 FDIC Nameplate

NAMEPLATE DIMENSIONS

Square / Radius Full Nameplate –
8¹¹/₁₆" W x 1³/₄" H

Split Nameplate – 8¹¹/₁₆" W x 7⁷/₈" H

2/3 Nameplate – 5¹³/₁₆" W x 1³/₄" H

2/3 Split Nameplate – 5¹³/₁₆" W x 7⁷/₈" H

1/3 Nameplate – 2⁷/₈" W x 1³/₄" H

BLANK NAMEPLATES

Add "B" as suffix to nameplate
Model No. before adding
nameplate color code.

CUSTOM LOGOS

All changeable signs can be
personalized with your company logo.
Custom logos will be silk-screened to
fit your custom nameplate.

Model No. Description
283900100 Custom Logo Screen Charge

**Add the nameplate
Model No. to the Order
Form (page 46). See
page 45 for choice of
nameplate colors.**





Ordering is Easy!

Turn to the Signage Order Form on page 46 and complete the information following these steps. (To order more than one sign style, please copy the form and keep original for future requirements.)



STEP 1

Choose Your Frame and Frame Color from Page 42

Choose either Radius or Square Frames, each available in different styles. Choose your Frame Color and add the Model No.

STEP 2

Choose Your Mounting Options from Page 42

Depending on whether you chose a Desk or Wall Sign, you have various options. Check the box on your order form to indicate your choice.

STEP 3

Choose Your Nameplate from Page 43

Choose Square or Radius, Engraved or Vinylletter™, Nameplate style to match your Frame selection, and add the Model No. to your order form.

STEP 4

Choose Your Nameplate Color and Typeface from Page 45

Depending on your Nameplate style, a variety of colors and typefaces are available. Enter color code and check box to indicate typeface on your order form.

STEP 5

Specify Your Custom Copy and Style on Order Form on Page 46

Indicate your copy, positioning and lettering case.

STEP 6

Fill in Sold To and Ship To Information and Method of Shipment on Order Form on Page 46

Fill out all account information and don't forget to check your method of shipment!



Nameplate Colors

Signage

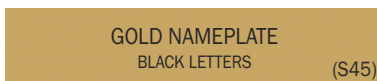


Add the Nameplate Color Code and Typeface Style to the order form on page 46

See page 44 for Easy Ordering Steps.

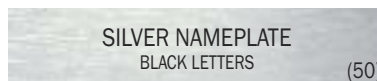
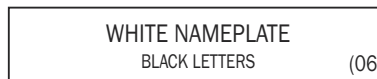
Subsurface-Engraved Nameplate Colors

Imprint is engraved from the back of the nameplate, then covered with a blended acrylic material.



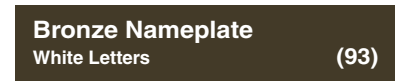
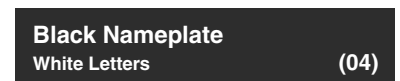
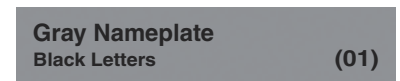
Engraved Nameplate Colors

Imprint is etched on the front of the nameplate for a clean, textured look.



Vinyletter™ Nameplate Colors

White or black vinyl letters are precision cut and evenly spaced on nameplate. Vinyletter nameplates cannot be used on aluminum frame signs.



Engraved Typefaces

For Subsurface-Engraved & Engraved Signs

Standard Typeface

GOTHIC

(If no typeface is specified GOTHIC, UPPER CASE, centered will be used)

Optional Typefaces

GOTHIC ITALIC

Helvetica Medium

Helvetica Medium Italic

Clarendon

Clarendon Italic

Optima Bold

Optima Bold Italic

Times Bold

Times Bold Italic

Lettering Sizes

First line: 1/2" High

Second line: 1/4" High

Additional Lines of Copy

Model No.	Nameplate Style	Price per line:
281888800	Engraved	\$4.75
283666600	Subsurface-Engraved	\$5.45

Vinyletter Typefaces

Only for changeable Desk and Wall signs

Standard Typeface

Helvetica Medium

(If no typeface is specified Helvetica Medium, Upper/Lower case, flush left will be used)

Optional Typefaces

Helvetica Medium Italic

Clarendon

Clarendon Italic

Optima Bold

Optima Bold Italic

Times Bold

Lettering Sizes

First line: 3/8" High

Second line: 1/4" High

Additional Lines of Copy

Model No.	Nameplate Style	Price per line:
283777700	Vinyletter	\$4.95



Signage

Order Form

INTEROFFICE USE ONLY:

SOURCE CODE

DATE

PURCHASE ORDER NO.

INITIALS

FAX YOUR ORDER: 847-537-1120

Please use one order form for each different sign style.

PAGES (including cover sheet) _____

DESCRIPTION	MODEL NO.	COLOR CODE (See pg. 43)	IMPRINT: (Print EXACTLY as copy is to appear on sign. Attach extra sheets for any additional nameplate copy.)	PRICE
SIGN #1	Frame			
	Nameplate			
	2nd Line of Copy*			
SIGN #2	Frame			
	Nameplate			
	2nd Line of Copy*			
SIGN #3	Frame			
	Nameplate			
	2nd Line of Copy*			

*Add Model No. and price for each additional line (see page 43).

Applicable freight charges and taxes will be added to your invoice.

Thank You For Your Order

TOTAL

MOUNTING OPTIONS

Desk Signs

- ☐ Cork Base (Standard)
- ☐ Double-Faced Adhesive (optional)

Wall Signs

- ☐ Double-Faced Adhesive (Standard)
 - ☐ Hook and Loop Fastener Backing (optional)
 - ☐ Double Pin Mounts (optional)
- Model No. 283700100. Add \$3.85 per sign.

ENGRAVED TYPEFACES

Unless otherwise specified, uppercase, Gothic typeface will be centered on nameplate.

- ☐ GOTHIC (Standard)
- ☐ Gothic Italic
- ☐ Helvetica Medium
- ☐ Helvetica Medium Italic
- ☐ Clarendon
- ☐ Clarendon Italic
- ☐ Optima Bold
- ☐ Optima Bold Italic
- ☐ Times Bold
- ☐ Times Bold Italic

VINYLETTER™ TYPEFACES

(For Signs on pages 40-41 only)
Unless otherwise specified, upper/lower case, Helvetica Medium typeface will be flush left on nameplate.

- ☐ Helvetica Medium (Standard)
- ☐ Helvetica Medium Italic
- ☐ Clarendon
- ☐ Clarendon Italic
- ☐ Optima Bold
- ☐ Optima Bold Italic
- ☐ Times Bold
- ☐ Times Bold Italic

LETTERING CASE:

- ☐ Upper & Lower Case
- ☐ UPPERCASE only
- ☐ lowercase only

POSITION ON NAMEPLATE:

Thomas Smith Loan Officer	Thomas Smith Loan Officer
------------------------------	------------------------------

- ☐ Flush Left
- ☐ Centered

** Orders for signage have a \$15.00 net minimum per order and a \$4.00 net under minimum handling charge.

SOLD TO:

ACCOUNT #: _____ P.O. # _____

NAME: _____

ADDRESS: _____

CITY / STATE / ZIP+4 CODE: _____

PHONE: _____ FAX: _____

E-MAIL: _____

- ☐ I have verified quantity, description, imprint and price.
I am aware that custom-made orders are not returnable.

NAME: _____ (Please print)

SIGNATURE: _____

SHIP TO: Complete only if order is to be shipped to a different address than the "sold to" location (we cannot ship to a P.O. Box)

NAME: _____

ADDRESS: _____

CITY / STATE / ZIP+4 CODE: _____

PHONE: _____ FAX: _____

METHOD OF SHIPMENT:

- ☐ BEST WAY
(orders will be shipped UPS, Parcel Post, or Truck to assure fast delivery)
 - ☐ OVERNIGHT SERVICE ☐ 2ND DAY SERVICE
(additional charges will apply)
 - ☐ SPECIAL ROUTING _____
- ALL SHIPMENTS F.O.B. BRISTOL, TN OR FACTORY WAREHOUSE