



PURCHASING- CUSTOM ENGRAVING ORDER FORM

Please send the completed form to Purchasing at purchasing@scu.edu. If you have questions, please call 408-554-4364.

Requester Information:

Name: _____ Cost Center: _____

Phone #: _____ E-Mail: _____

Bldg/Room: _____

NAMEPLATE

MAGNETIC NAMETAG

Text Plate Description:

Color: University standard Nameplate and Nametag colors are Burgundy with White Text.

Quantity: _____ Size: _____

Text Case: UPPER CASE Upper and Lower Case

Corners: Square Round Trim To Fit Holder

Holder/Mounting:

Will this be placed in a holder? Yes No
Do you need a holder? No Desk Wall
Mounting Options: Adhesive Velcro Screw Holes

Name/Text Wording Exactly as You Would Like it to Appear:

Alignment: Left Right Center

Special Request: _____

Spend Category*	Cost Center*	Grant or Project	Fund*	Activity	Class	Addl. Worktags
SC0077						

Date Required: _____

Standard delivery is 10 working days from receipt of order request.

Signature _____ Date _____