

NAMETAG / NAMEPLATE REQUEST FORM

NAMETAG

Please print name as you wish it to appear on your nametag:

The nametag is 1 ½ “x 3 ½ “ and has room for a total of 22 characters and/or spaces per line. There can only be two lines engraved on the name tag. There should be ample space for most titles or office designations. However, if there is not enough space for title or office designation that you wish, please indicate how you would like it to be abbreviated.

| |
|---|
| <p>Massachusetts College <u>OF LIBERAL ARTS</u> John Doe Administration & Finance</p> |
|---|

NAMEPLATE

Please print your name as you wish it to appear on the plate:

A name plate is 2” x 10” and has room for a total of 22 characters and spaces per line. There is only space for two lines of engraving on the name plate.

| |
|--|
| <p>John Doe Administration & Finance</p> |
|--|

The nameplate is for my door _____ desk _____.

I do _____ do not _____ require the metal frame for the name plate.

Deliver this plate to: _____ Bldg: _____

Please submit this form to the Mail Room, Venable Hall (Ext. 5450).