

# HonorYourService.US

## Plaque Order Form

Thank you for your interest in March Aviation Gallery's Custom Military Retirement Plaques. Although there are many ways to display someone's military career, we don't believe you will find a more concise, compact, reasonably priced, yet distinguished presentation, than our laser engraved retirement plaques or our new and metal framed shadow boxes.

To assist you in collecting all the pertinent information for your plaque order we have provided this pdf form. At the bottom of the form is an email link that will send the order to us.

Because these are "custom" plaques the variations are endless, with no two plaques alike. Therefore, we only provide an estimate up front. The final price will reflect the final approved design. Please look at the photo gallery on the web site for ideas on how you might like your plaque designed. However, do not feel constrained to these samples. If you have a specific layout that does not follow the form inputs, use the areas of the form that do apply and use the special instructions area to explain unique items and/or different placements. Even draw your own layout if necessary, and send it to us. We love new and creative design ideas

The standard 12" by 15" plaque cost is [\\$149.99 plus \\$20 for standard FedEx Ground shipping \(US\)](#). This base price includes a [center wreath with DoD Service embossed enamel insert, up to 12 ribbons and 6 devices, and all laser engraving](#). Additional ribbons/devices are \$2/each. For customer provided ribbons/devices there is a \$1.50 charge to mount. For National Guard personnel provide all state ribbons/unique devices since we do not carry them. We suggest for mounted items that you provide them, if available (it saves you \$). Otherwise we can be purchased from us or provided by you (we charge more). There is a \$2 per item for items other than ribbons that are mounted. Other sizes in that we also carry, 12x16, 12x17, 12x18. Custom sizes are also available but may require longer lead times. We do have a new framed version of our plaque that uses a suede mat and metal frame that allow greater flexibility in terms of size and proportion (up to 24x18 inches).

If you have either a DD214 or a decorations rip from your military personnel system, you can email it with this form and we will figure out the decorations section of this form. Please ensure any privacy act information such as social security number is blacked out.

If this is a gift for a retiring military member we highly encourage some level of involvement with the recipient. Many times there are errors that only the military member can catch. We want the plaque to be 100% accurate! We hate nothing more than to get a call from the recipient asking us to redo the plaque because of errors.

We will primarily use email/pdf files to communicate. However we are always available via text msg, Skype, iChat, and even the old fashioned way of an actual phone call. Please don't hesitate to call.

The normal turnaround time on a plaque is approx. 2-3 weeks, once we have everything (finalized approved design/layout, ribbons, devices, artwork, biography, badges, etc). You should receive a confirmation email within 24 hours and price quote within 48 hrs. If the order is requiring a fast turnaround please call us after submitting the form.

Once the cost estimate is accepted we will start the plaque design and start ordering any items we do not have in stock needed for your plaque. We will ask for payment information just prior to production. Rush jobs are available (less than a week turnaround) assuming we have all the items/information needed. Assuming we have everything, we can turn a plaque around in a day, if necessary. 3-7 day normal rush fee is an additional 25%. 1-2 day is 50%.

Again, please don't hesitate to call if you have any questions.

Mark & J'ona Moritz  
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honortheirservice.us  
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## CUSTOMER INFORMATION

NAME:	
EMAIL:	
PHONE (CELL):	

## SHIPPING INFORMATION

ADDRESS:	
CITY:	
STATE:	
COUNTRY:	
POSTAL CODE:	
<b>DUE DATE:</b>	
List of Customer Provided items.	

## OFFICE USE ONLY

# Awards:		# Devices:		# Mtd Items Purchased:	
Rush?:		PROMO CODE:		Customer Provided Items Recd?:	
CC Name:			Shipped Date:		
CC #:				Billing Zip:	
Exp:		Ver. Code:		Amt Charged:	

Notes:

