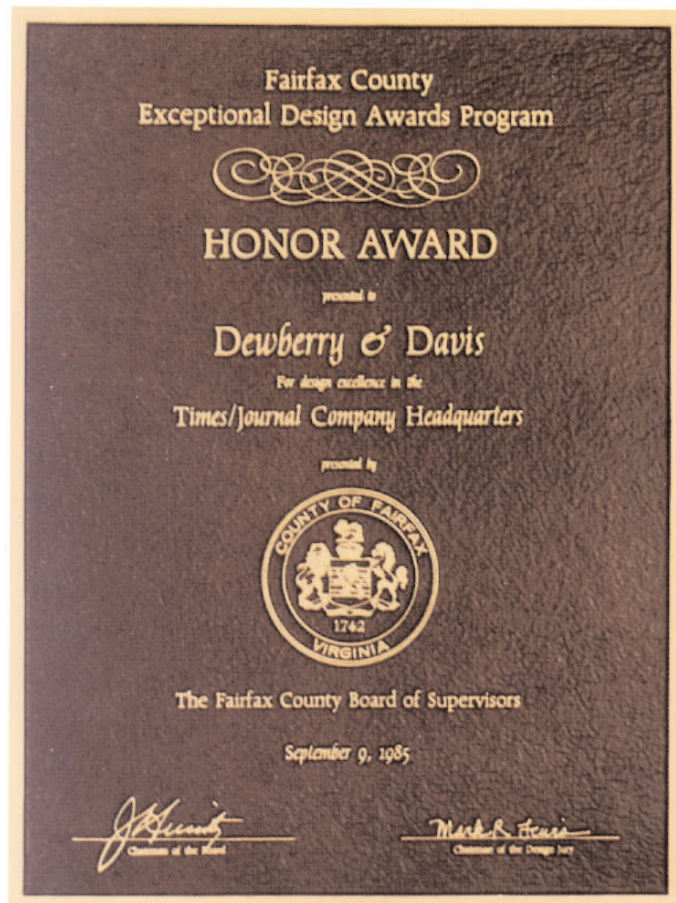


How to order

by Architectural Bronze & Aluminum Corp. 800.339.6581 | sales@architecturalbronze.com | 847.674.3638 | fax 847.674.3452

Though we offer a wide selection of standard plaques, borders and letter styles, every plaque is essentially a custom casting because of all the choices available and all the decisions to be made.

That's why our experienced technical and customer service staffs are ready to answer your questions and help guide your choices. Please call them at our toll-free number. They'll be only too happy to assist you.



When placing an order

We want your order to be processed as quickly as possible. We also want you to be completely satisfied with the result. That's why it is vital that the specifications on your order be as thorough as possible since inaccurate specifications and subsequent alterations can delay shipment and increase costs. Please be sure to include the following information:

- Border Design (from our selection on page 13, or per your sample or sketch)
- Size (always state *left to right dimension* first; see page 14)
- Material (bronze or aluminum; see page 20)
- Letter Style (from our selection starting on page 15)
- Special Technique (as shown on page 19)
- Background Color (from our selection on page 20, or a sample for matching)
- Method of Installation (see page 21)
- Text (**complete, accurate typewritten text and/or camera-ready art**)

If no specifications are given, we will automatically use the Standard No.100 Flat Band border, Flat Face letters, Leather Background, Dark Brown finish and Concealed Mounts.

Common errors include trying to fit too many words on too small a plaque, or using letters too big for the space allowed. We will advise you of these situations before processing an order.

We can suggest alternatives which we feel will result in a better proportioned, more attractive plaque. We can also furnish scale drawings of the final design for your approval, if requested.

Please provide a telephone and fax number so we may contact you if necessary.