

## Plaques



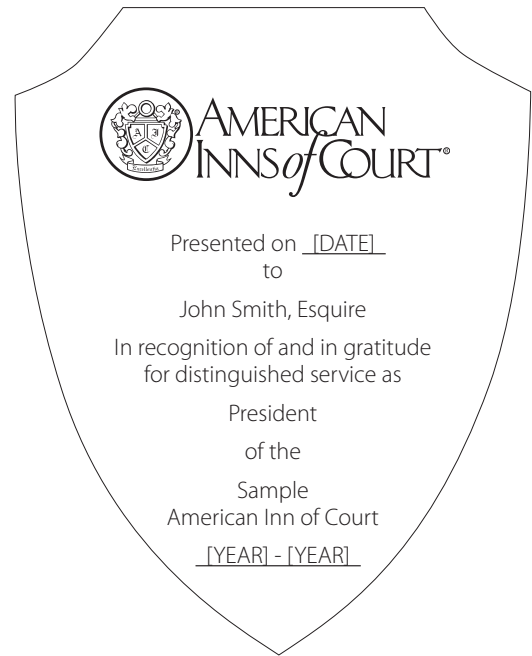
A superb way to honor Inn leadership or guest speakers. Choose from satin brass or black finish on a 10" x 12" walnut base with the American Inns of Court crest engraved. The satin brass finish is also available on a smaller 8" x 10" walnut base with the American Inns of Court crest engraved.

*See order form for personalization information.*

Item #019	10" x 12" Black Brass on Walnut Plaque	\$88.00
Item #018	10" x 12" Satin Brass on Walnut Plaque	\$75.00
Item #017	8" x 10" Satin Brass on Walnut Plaque	\$68.00

**Please e-mail plaque orders to [wstokes@innsofcourt.org](mailto:wstokes@innsofcourt.org).**

### SAMPLE WORDING 1



*More samples of wording are available on pages 3 and 4 of this document.*

## Membership and Graduation Certificates



Membership certificates are great for distinguishing all levels of Inn membership. Graduation certificates recognize members as they complete their terms as pupils. Membership or graduation certificates are available in non-personalized or personalized formats, and printed on parchment. Personalized certificates feature the American Inns of Court crest embossed on a gold seal. *See right column for personalization information. Group orders from Inn leaders only.*

Item #CER100	Non-personalized Membership Certificate	.50
Item #CER101	Non-personalized Graduation Certificate	.50
Item #CER200	Personalized Membership Certificate	\$3.50
Item #CER201	Personalized Graduation Certificate	\$3.50

### Certificate Personalization Information

**Personalized certificate orders must be accompanied with an e-mailed list of names** as they should appear on the certificate. Lists should be typed into the body of the e-mail or included as a MSWord attachment.

#### MEMBERSHIP CERTIFICATE CHECKLIST:

- names as they should appear on the certificates (*including any designations such as Honorable or Esquire*)
- membership level (*Master, Barrister, Associate, Pupil*)
- Inn name

#### GRADUATION CERTIFICATE CHECKLIST:

- names as they should appear on the certificates
- Inn name
- term dates (*such as 2015–2016*)

#### GROUP ORDERS FROM INN LEADERS ONLY

*(five certificate minimum)*

**Please e-mail certificate orders to [rzimmerman@innsofcourt.org](mailto:rzimmerman@innsofcourt.org).**

**Shipping Information**

Name: \_\_\_\_\_ Member ID: \_\_\_\_\_

Company: \_\_\_\_\_

Address: (no PO Boxes) \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: (to verify info) \_\_\_\_\_ Email: \_\_\_\_\_

Inn Name: \_\_\_\_\_ Inn #: \_\_\_\_\_

ITEM #	QTY	DESCRIPTION	UNIT COST	TOTAL
<b>PRODUCT TOTAL Before Shipping and Handling</b>				<b>\$</b>

**Date Needed by:** \_\_\_\_\_

Ship my order Next Day Air—I will pay actual shipping costs

Ship my order Second Day Air—I will pay actual shipping costs

Use my UPS shipping account # \_\_\_\_\_

**Payment Information**
**Credit Card**    Visa    MasterCard    AMEX

Name as on card: \_\_\_\_\_

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Invoice**    Inn #: \_\_\_\_\_

**Plaque Personalization Information**

The listed plaque prices are based on a 185 character count including punctuation. For additional characters add .20¢ per character. Please allow 2 weeks for plaque preparation and delivery. Rush charges are \$15 extra for 3–5 days and \$20 extra for 1 day, but apply only to plaque preparation time. The actual shipping cost will be charged at time of shipment. Shipping costs for Next day or Second day UPS are extra.

**For sample wording see pages 3 and 4 of this document. Please e-mail plaque orders to [wstokes@innsofcourt.org](mailto:wstokes@innsofcourt.org).**

**Certificate Personalization Information**

Personalized certificate orders must be accompanied with an e-mailed list of names as they should appear on the certificate. Lists may be typed into the body of the e-mail or included as a MSWord attachment. For membership certificates please include names as they should appear on the certificates (including any designations such as Honorable or Esquire), membership level (Master, Barrister, Associate, Pupil), and Inn name. For graduation certificates please include names as they should appear on the certificates, Inn name, and term dates (such as 2015–2016).

**Group orders from Inn leaders only** (five certificate minimum).

**Please e-mail certificate orders to [rzimmerman@innsofcourt.org](mailto:rzimmerman@innsofcourt.org).**

**Ordering Information**

Payment must be in U.S. currency and may be made by Visa, MasterCard or American Express. Orders are shipped as received Monday through Friday. You will be notified if we anticipate any delay in shipping or if the item is sold out. Upon request, orders can be shipped UPS Next Day or Second day air. **The full cost of shipping plus any additional handling will be added to the total cost of your order.**

**To place an order for plaques or certificates, complete this form and return it by e-mail along with the required personalization information to:**

**PLAQUES: Wanda Stokes** [wstokes@innsofcourt.org](mailto:wstokes@innsofcourt.org)

**CERTIFICATES: Rita Zimmerman** [rzimmerman@innsofcourt.org](mailto:rzimmerman@innsofcourt.org)

**THANK YOU FOR YOUR ORDER!**

## SAMPLE WORDING 1



PRESENTED ON [DATE]  
TO  
JOHN SMITH, ESQUIRE  
IN RECOGNITION OF AND IN GRATITUDE  
FOR DISTINGUISHED SERVICE AS  
PRESIDENT  
OF THE  
SAMPLE  
AMERICAN INN OF COURT  
[YEAR] - [YEAR]

## SAMPLE WORDING 2



MEMBER RECOGNITION AWARD  
PRESENTED BY  
SAMPLE AMERICAN INN OF COURT  
TO  
JANE SMITH, ESQ.  
IN RECOGNITION OF AND IN GRATITUDE  
FOR DISTINGUISHED SERVICE AND  
SIGNIFICANT CONTRIBUTION  
[DATE]

## SAMPLE WORDING 3



MEMBER EMERITUS  
PRESENTED TO  
HONORABLE JOHN SMITH  
FOR OUTSTANDING CONTRIBUTIONS  
TO THE ADMINISTRATION OF JUSTICE  
BY THE  
SAMPLE AMERICAN INN OF COURT  
[DATE]

## SAMPLE WORDING 4



HONORABLE MEMBER DISTINCTION  
PRESENTED TO  
HONORABLE JANE SMITH  
IN RECOGNITION OF EXCELLENCE IN  
LEGAL ABILITY,  
LEADERSHIP, PROFESSIONALISM,  
CIVILITY AND CHARACTER  
SAMPLE AMERICAN INN OF COURT  
[DATE]

## SAMPLE WORDING 5

PRESENTED ON [DATE]

TO

HON. JOHN SMITH

IN RECOGNITION OF AND IN GRATITUDE  
FOR DISTINGUISHED SERVICE AND  
SIGNIFICANT CONTRIBUTION

TO THE

SAMPLE  
AMERICAN INN OF COURT

## SAMPLE WORDING 6

PRESENTED ON [DATE]

TO HON. JANE SMITH

IN RECOGNITION OF AND IN GRATITUDE FOR  
DISTINGUISHED SERVICE AND  
PROFESSIONALISM

FROM THE

SAMPLE AMERICAN INN OF COURT

[YEAR]

## SAMPLE WORDING 7

FOR OUTSTANDING CONTRIBUTIONS  
TO THE ADMINISTRATION OF JUSTICE

PRESENTED TO

HONORABLE JANE SMITH

BY

THE SAMPLE AMERICAN INN OF COURT

[DATE]

## SAMPLE WORDING 8

THE OFFICERS OF THE  
SAMPLE AMERICAN INN OF COURT

HEREBY ACKNOWLEDGE

JANE SMITH, ESQUIRE

AS A MEMBER EMERITUS

IN RECOGNITION OF  
THE FULFILLMENT OF THE  
AMERICAN INNS OF COURT MISSION[DATE]