



Matting & Framing REQUEST FORM

From Awards to Vacation Memories
Official or Personal we do it all

Requests should be submitted a minimum of 14 days in advance: Today's Date: _____
Projects requiring completion in under 5 business days could be subject to a surcharge.

Requestor Information

Directorate: _____

Name: _____

work E-Mail: _____ work Phone: _____

2nd POC Name & E-mail: _____

Please Check the Project box: Certificate/Award Shadow Box Poster Prints Other

Consultation (walk-ins are welcome but an appointment is strongly recommended)

Make sure to bring all necessary certificates, medals, pins, coins, flags, etc. to your appointment.

Consultations times that would be convenient: (please provide options)

1) _____ 2) _____ 3) _____

Customer must approve layout, price and due date before project is started.
There could be a surcharge for projects with under 5 business days' notice.

Additional Details

Requested Due Date _____

Approval/Drop off/Payment

Today's Date _____ Due Date _____ Price Provided in the Quote

All POC's who submit an order through the matting and framing department are responsible for ensuring that the item (s) ordered are paid in full in following manner.

1. Government credit cards will be used for payment at the time of pick-up per the GPS policy guidelines.
2. Items ordered for personal use will be required to pay in full after accepting the matting and framing quote from our specialist. All cancelations will have a penalty amount if product order has been placed.

Customer Print / Sign

Organization