



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
 FACILITIES MANAGEMENT, DESIGN & CONSTRUCTION
 NAMEPLATE BULK ORDER FORM

Instructions: You shall complete the order form in its entirety and return to Haley Barron at Haley.Barron@oa.mo.gov for further processing. Thank you!

Disclaimer: This form is only applicable to agencies located in the Central Region – refer to FMDC State Regions Map on FMDC’s website at <https://oa.mo.gov/sites/default/files/regional%20map%2010-24-2022.pdf>. Agencies located in the other regions must purchase their own nameplates.

ORDER INFORMATION	
<p>Please note that you are required to place a minimum order of five (5) nameplates per order form. Individual nameplate kits include one (1) plate body, two (2) plate inserts, and two (2) end caps. If the nameplate needs to be attached to a cubicle wall, one (1) pin hanger will be included. Prices for nameplate kits are good for current inventory only. New order forms will be distributed when vendor prices change.</p>	
<p>Current Nameplate Kit Price: \$35.67</p>	
Quantity (minimum of 5)	Total Charge
Installation Type & Quantity	
Cubicle Wall	
Office Door	
AUTHORIZATION FOR ORDER	
Agency Name	SAM II Customer Number
Contact Name (First and Last Name)	Title
Email Address	Phone Number
Delivery Address (include name, and building address with floor/suite and room number)	
<p>I hereby authorize the State of Missouri, Office of Administration, Division of Facilities Management, Design & Construction to bill my agency for this nameplate order. I understand the nameplates will not be given to me until an FMDC Tenant Request for a name to be placed on a nameplate is received and processed by FMDC’s Locksmith.</p>	
Signature*	Date

**Please note that the signature field must be a wet signature.*

