

## Cost

\$400 per plaque

## Policy & Procedures

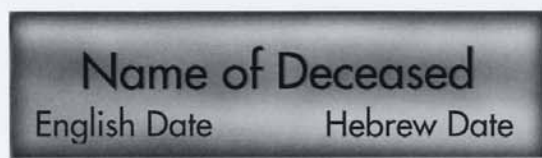
Complete the attached order form and return it to the Beth Emeth Office along with a check made payable to Congregation Beth Emeth. (No changes will be made once the form is accepted).

No variations from the following format will be accepted.

## Format

Each plaque will have two lines only. The first line will have the English lettered name. The second line will have two dates. The bottom left-hand corner will have the English date (month, day, year) and the bottom right-hand corner will have the Hebrew date (in English letters)(day, month, year).

Example:



*Allow 4 – 6 weeks for delivery*

## Order Form

Name of member \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Name of Deceased \_\_\_\_\_

English Date \_\_\_\_\_ Hebrew Date \_\_\_\_\_  
month, day, year day, month year

Please fill in below if you wish to notify a person other than the one making the order.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Please make check payable to:

**Congregation Beth Emeth**  
12523 Lawyers Road  
Herndon, Virginia 20171

Payment in full must accompany this form.

For Office Use Only

Plaque Location \_\_\_\_\_

Date Received \_\_\_\_\_

Date to Engraver \_\_\_\_\_

Acknowledgement Sent \_\_\_\_\_

Gift Notification Sent \_\_\_\_\_