

Please note the order form is on page two of this document.

Plaques

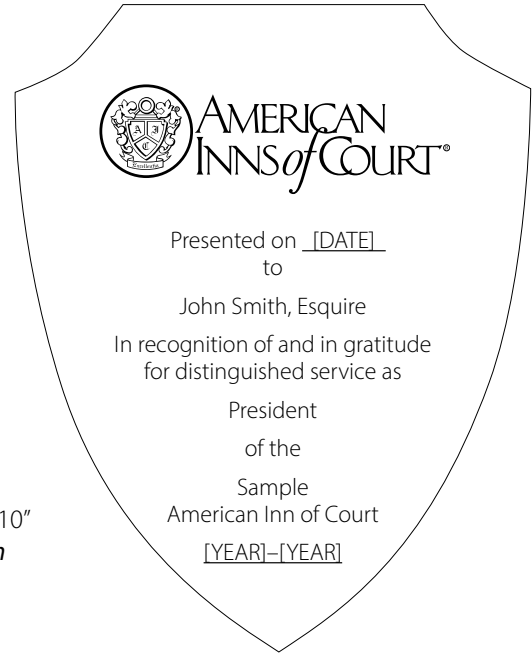


A superb way to honor Inn leadership or guest speakers. Choose from satin brass or black finish on a 10" x 12" walnut base with the American Inns of Court crest engraved. The satin brass finish is also available on a smaller 8" x 10" walnut base with the American Inns of Court crest engraved. **See order form for personalization information. All plaques ship UPS from the manufacturer.**

Item #019	10" x 12" Black Brass on Walnut Plaque	\$95.00
Item #018	10" x 12" Satin Brass on Walnut Plaque	\$90.00
Item #017	8" x 10" Satin Brass on Walnut Plaque	\$80.00

Please email plaque orders to orders@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 of the Bench, Barrister, Associate, Pupil)
- Inn name

GRADUATION CERTIFICATE CHECKLIST:

- names as they should appear on the certificates
- Inn name
- term dates (such as 2024–2026)

GROUP ORDERS FROM INN LEADERS ONLY

(five certificate minimum)

Please e-mail certificate orders to 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
PRODUCT TOTAL Before Shipping and Handling				\$

Shipping Options

Date Needed by: _____

Please indicate your preferred shipping method:

USPS Priority Mail—Available for certificates only. Not available for plaques.

UPS Ground—I will pay actual shipping costs

UPS Next Day Air—I will pay actual shipping costs

UPS Second Day Air—I will pay actual shipping costs

Use my UPS shipping account # _____

Payment Information

Orders will be invoiced when shipped. The invoice will be sent to the individual to whom the order is shipped.

If you would prefer to have the invoice directed to your Inn of Court, please check here:

Please invoice my Inn #: _____

Once orders are invoiced, you will have the option to pay securely online via credit card or e-check. Please do not send payment now.
To place an order for plaques or certificates, please complete this form and return it by email along with the required personalization information to:
PLAQUES: orders@innsofcourt.org

CERTIFICATES: Rita Zimmerman rzimmerman@innsofcourt.org

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. All plaques are shipped via UPS Ground by default. Please indicate if you require expedited shipping via UPS Next Day Air or UPS Second Day Air. The actual shipping cost will be charged at time of shipping. **For sample wording please see pages 3 and 4 of this document.**
Please e-mail plaque orders to orders@innsofcourt.org.

Certificate Personalization Information

Personalized certificate orders must be accompanied with an emailed 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 of the Bench, 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 2023–2024). **Group orders from Inn leaders only** (five certificate minimum).
Please e-mail certificate orders to rzimmerman@innsofcourt.org.

Ordering Information

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 Air or Second Day Air. **The full cost of shipping plus any additional handling will be added to the total cost of your order.**

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]