

Northern Illinois University Foundation Brick Order Form for Faculty and Staff

Please mail completed form to:
Northern Illinois University Foundation
Advancement Services
DeKalb, IL 60115

Personal Information:

Name: _____

Employee ID (found on payment advice): _____

Department: _____

Work Phone: (____) _____

Email address: _____

Home Address: _____

City, State and Zip: _____

Home Phone: (____) _____

Brick Size:

____ 6" x 8" **Cost: \$100** (up to 4 lines, 12 character maximum per line)

____ 6" x 12" **Cost: \$150** (up to 4 lines, 16 character maximum per line)

____ 12" x 12" **Cost: \$500** (up to 9 lines, 16 character maximum per line)

Payment Information:

____ Enclosed is my check for the full amount made payable to **NIU Foundation**.

____ Please charge the full amount of my brick to the following credit card:

Visa Mastercard Discover AmEx

Account #: _____ Ex Date: _____

Signature: _____

____ Payroll Deduction (over 8 pay periods)

Brick Size	Reduction per payroll
6" x 8"	\$12.50
6" x 12"	\$18.75
12" x 12"	\$62.50

I authorize the Payroll Office to withhold from my salary/wages the specific amount for the brick indicated on this form.

Signature: _____

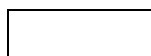
Effective Date: _____

Brick Inscription Information

Print your message exactly as it should appear on your paver. For additional brick orders, duplicate and complete this form. Please note that spaces, dashes, and punctuation count as characters.

The bricks will be installed in public walkways; therefore, the NIU Foundation will review all brick inscriptions and will contact you if any modifications to your message are necessary. **Logos, graphics, phone numbers, and internet addresses are not permitted.**

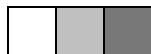
Please note: Inscription must fit within boxes. Each box represents one character



Inscription space for 6" x 8" brick
4 lines; 12 characters per line



Inscription space for 6" x 12" brick
4 lines; 16 characters per line



Inscription space for 12" x 12" brick
9 lines; 16 characters per line

Brick Inscription Grid	Line 1																		
	Line 2																		
	Line 3																		
	Line 4																		
	Line 5																		
	Line 6																		
	Line 7																		
	Line 8																		
	Line 9																		