

Mill Villages Park Memorial Plaza Brick Program Round 4

Dear Donor:

Thank you for participating in the Mill Villages Park Memorial Plaza Brick Program. Your donation will support the ongoing development of the park amenities. Please read all the information and follow the instructions.

Brick Specifications

- Brick Size: 4" x 8" x 2 1/4"
- Color: Regimental Red
- All text is centered on the brick.
- All text will be black epoxy filled.
- Vendor provides a lifetime warranty on the engraving.
- A sample is available in the Planning Department.

Instructions

1. Fill out both sides of the order form – required.
2. Please print. Illegible orders will not be processed.
3. Read and sign the Terms of Agreement.
4. Make checks payable to: *Town of Grafton*
5. Mail or deliver the order form and payment to:

Planning Department
Grafton Memorial Municipal Center – 1st floor
30 Providence Road
Grafton, MA 01519

6. Orders will be taken through Friday December 31, 2016 or until the program is fully subscribed.

7. You will receive a confirmation proof form in the mail after your order has been processed. Sign and return the form to the Planning Department.

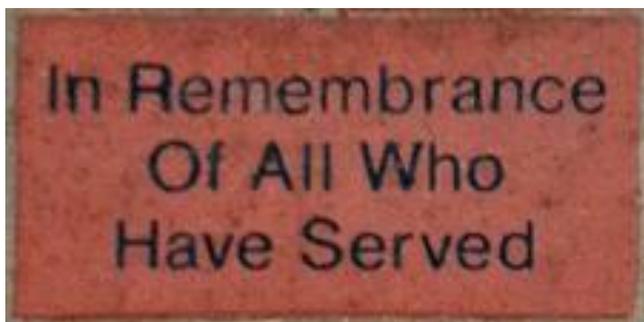
If you have any questions, please contact the Planning Department at (508) 839-5335 x1145 or planningdept@graffton-ma.gov. Office hours: Monday – Friday; 8:30 a.m. to 4:30 p.m.

Additional forms can be found in the following locations - Municipal Center Offices: Town Clerk, Town Administrator and Planning Department; and the Mill Villages Advisory Committee webpage on the Town of Grafton website (www.graffton-ma.gov). Again, thank you for your support.

Examples of Existing Bricks Already Installed at Mill Villages Park



Sample of **HELVETICA CAPS**
All letters are capitalized.



Sample of **Helvetica Light**
First letter of each word is capitalized, all others in lower case.

Mill Villages Park Memorial Plaza Brick Order Form – Round 4

Please print clearly. We cannot process illegible forms.

Contact Name: _____

Street Address: _____

City: _____ State _____ Zip _____

Phone Number: _____

Email Address: _____

Terms and Conditions

- The cost per brick is \$100.00
- Make check payable to:
Town of Grafton
- No limit on the number of bricks that can be purchased per donor.
- One brick color offered – no substitutions.
- Two font choices offered – no substitutions.
- All text will be centered on the engraved brick by the vendor.
- One order form per brick.
- Orders will be processed on a “first come, first served” basis.
- No advanced reservations or waiting list.
- No call in orders permitted.
- Payment in full is due at the time of order. No exceptions.
- Order form, including the contact information, must be completed.
- Incomplete forms will not be processed.
- No order form will be accepted unless the Applicant has signed the “Terms and Conditions” agreement.
- No request for installation location allowed.
- All orders must be processed through the Grafton Planning Department.
- Applicant agrees to sign and return the “Order Proof Form” in a timely manner.

I have read and understand the Terms and Conditions for the Mill Villages Park Memorial Plaza Brick Program. By signing this form I agree to the Terms and Conditions.

Name – Please Print - Required

Date: _____

Signature - Required

For Office Use Only

Date Received: _____ Amount: _____ Cash or Check? Check # _____

Order No. Brick 1: _____ Order No. Brick 2 _____

