

How to order UPMA Desk Nameplates

Step 1: Click on “UPMA Desk Nameplates” under the UPMA Store on the UPMA National Website and it will default to the page below. Then enter the total number of desk nameplates you want to order in Total Quantity and click “Begin Order.” In the example below we are ordering 2 desk nameplates.



QUANTITY	1	2-5	6-25	26-100	101-9999
8 Inch	\$18.10	\$16.77	\$15.99	\$14.60	\$14.02
10 Inch	\$20.50	\$18.88	\$17.72	\$16.16	\$15.22
12 Inch	\$23.50	\$21.47	\$19.88	\$18.11	\$16.82

Call for large quantity pricing

How to order UPMA Desk Nameplates

Step 2: Simply click the “Next” button. The system is purposely defaulted to the approved 10-inch desk nameplates. ***Please only order the 10-inch desk nameplates so we have a consistent and unified national look.***

Walnut Desk Plate



Pricing is based on the quantity you entered. If you have other items to order, pricing will adjust automatically.


Walnut Desk Plate: \$16.77

- Size:
- ☒ 10 Inch (\$2.11)
 - ☐ 12 Inch (\$4.70)
 - ☐ 8 Inch (\$0.00)

Name Plate: Solid Walnut Desk Plate - Brushed Gold Metal Plate with Shiny Gold Border (\$8.50) ▼

Design your Desk Plate: PLEASE SELECT...



 Price Each: \$27.38

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Step 3: Simply click the “Next” button. The system is purposely defaulted to include the UPMA National logo. ***Please do not add any new logos so we have a consistent and unified national look.***

Provide Logo

- ☐ Upload Custom Logo
- ☒ Use Logo in design I selected
- ☐ Provide Logo through other arrangements



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Step 4: Enter the name or names of person or people you are ordering a desk nameplate for. In the example below we are ordering 2 desk nameplates. One for Mary Jones and one for John M. Smith. After you have entered the names click “Next.”

ADD ITEM


Item 1 of 2

Line 1:  Copy

 Add Line

Item 2 of 2  Remove

Line 1:

 Add Line

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NEXT

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Note: If you order 21 or more desk nameplates you will have an option of uploading an Excel file with all the names on your order instead of entering them one at a time by clicking on “Upload a data file.” You can still enter them one at a time if you choose to by selecting “Key names into website”.

Provide Names/Data

☐ Key names into website

☒ Upload a data file

Upload your names - Read below for files we accept.

Please submit your name list as an **Excel compatible document**. The information for each tag should be in one row, with each text line in a separate column. We prefer that you do not submit a Microsoft Word document, but if Word is all you have available please format the list as stated, with all the information for each tag in one row and each text line separated by a comma or tab. If we do not receive your name list in the stated format it will delay your order.

SELECT FILE

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Step 5: Confirm that the correct spelling of each name is correct and click “Next.”

Please confirm your text below.

Item 1 of 2

Line 1: Mary Jones

Item 2 of 2

Line 1: John M. Smith

☒ I have confirmed all my text above is correct as entered.

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Step 6: Simply click “Add to Cart.” There is no need to add any additional changes or comments.

Walnut Desk Plate



Please type any additional changes or comments:

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ADD TO CART

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Step 7: Simply click “Checkout.”

Shopping cart

Cart #603221

IMAGE	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
	Solid Walnut Desk Plate - Brushed Gold Metal Plate with Shiny Gold Border 10 Inch, Reorder Design, 1 Text Line	2	\$27.38	\$54.76
			SUB TOTAL	\$54.76
Estimate Shipping				

[CONTINUE SHOPPING](#)

[CHECKOUT](#)

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Step 8: If this is your first time ordering you will need to create an account.

[How To Videos ▶](#)[My Account](#)[Log in](#)[800-206-4099](#)[NAME TAGS](#)[ALL DESK PLATES](#)[CUSTOM DOOR SIGNS](#)[How to Express Reorder](#)[2 items | \\$54.76](#)

New Customer

Create an account

By creating an account you will be able to do quick reorders, view and approve your proofs, be up to date on an order's status, and keep track of the orders you have previously made.

[CREATE ACCOUNT](#)

Returning Customer

I am a returning customer.

Email

Password

☐ Remember Me

[Forget Password?](#)

[LOGIN](#)

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Step 9: Select Credit Card and enter your credit card information. Note: The more you order the less the price of each unit may become. In the example below the UPMA National Office ordered 430 desk name plates and the price per unit went from \$27.38 to \$19.97. For specific questions on large quantity order pricing please call 800-206-4099.

[800-206-4099](#) [NAME TAGS](#) [ALL DESK PLATES](#) [CUSTOM DOOR SIGNS](#) [How to Express Reorder](#) 430 items | \$8,587.10

> ORDERS

> DESIGN SEARCH

> ACCOUNT INFO

> EXPRESS REORDER

> ADDRESS BOOK

> CHANGE PASSWORD

1 Shipping address

2 Shipping

3 Payment Method

4 Review items

EARL HUSBANDS
8 HERBERT ST
ALEXANDRIA, VA 22305-2628

UPS Ground - \$559.28

Select Credit Card

your card will not be charged until you place the order

Quantity	Item	Price Each
430	Solid Walnut Desk Plate - Brushed Gold Metal Plate with Shiny Gold Border	\$19.97

CHANGE

CHANGE

Order Summary

Items:

\$8,587.10

Shipping:

\$559.28

Total before tax:

\$9,146.38

Estimated tax to collect:

\$0.00

Order total:

\$9,146.38

Order total: \$9,146.38

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If you have any questions, please reach out UPMA National Membership Director Earl Husbands at the UPMA National Office.



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