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.

Walnut Desk Plate

$18.52 - $33.40   24 Hour Turnaround

Walnut Desk PlateWith its natural walnut wood color, walnut deskplates are the perfect choice for most any office.

2 ◄ Enter Total Quantity   **BEGIN ORDER**

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

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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...

Daniel Heins

ⓘ 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.***

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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."

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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	Item 2 of 2
Line 1:Mary Jones	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.

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Step 7: Simply click "Checkout."

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

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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.

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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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