



Hotel Name:

Address:

City, State, Zip:

Main Phone #:

Fax #:

Material:            Paper            Vinyl w/Adhesive            Vinyl w/Tabs            Clear Overlay

Material Color:            Grey            Cream            White            Other

How many phone models do you have?

How many phones in each room?

How many rooms do you have?

Faceplate Quantity (Min 25 per model):

Phone Model(s):

Do you want room numbers printed?            Yes            No  
(if yes, please provide a list)

Please send a clear picture or outlined copy of your current faceplates to us with this form.

Do you have a deadline?            Yes            No

If Yes, Why?            Inspection            Renovation            Name Change

When do you need them at your property?  
(please keep in mind that faceplates take time so please allow at least 3-4 weeks for proofing, printing and shipping)

Contact Name:

Contact E-Mail:

Contact Phone:  
(if different from hotel main number)

Please submit this form to Ridgeway with a picture or outlined copy of your faceplate that is to be printed. If you have more than one model, we need a copy of each one that you need printed.  
You can send this information to [Faceplates@Ridgewayinc.com](mailto:Faceplates@Ridgewayinc.com) or fax to 901-312-3434