20-Year Club
Commemorative Gift Order Form

Please return this form via fax (2-2107), email to Kelsey Tomlinson (hrd@kent.edu), or mail, using the address below:

Kent State University
Division of Human Resources
Attn: Kelsey Tomlinson, T&D
635 Loop Road
Kent, OH 44242

This form can also be accessed and printed, or completed online, at http://www.kent.edu/hr/20-year-club.

Inductee name:

________________________________________

Home address (used for chair and lamp delivery):

________________________________________

Phone number (used to schedule chair and lamp delivery):

________________________________________

*IMPORTANT NOTE* At this time, 20-Year benches and trees are not available. We apologize for any inconvenience.

About the gifts:
All chairs and lamps come with a KSU seal and a customized nameplate. The seal is engraved on cherry wood or comes in a gold silkscreen on black wood. The nameplate will indicate your 20-Year Club status and induction year, as well as the name of your choosing. You may use a nickname or honorific (Dr/Mr/Mrs), include your degree, etc.
If you would like a chair, please fill out the following information:

Chair style:
- Standard armchair
- Swivel chair (requires an additional payment of $90)
- Rocking chair
- Side chair

Chair color and seal style (engraved seal only available on cherry wood):
- All black, gold silkscreen seal
- Cherry arms and black back, gold silkscreen seal
- Black chair with cherry arms and back, engraved seal
- Black chair with black arms and cherry back, engraved seal
- All cherry, engraved seal
- Any chair above, no seal

Indicate which color chair you’d like with no seal:

If you would like a lamp, please check the circle below:
- Lamp

Whether you have chosen a chair or lamp, please print your name below as you would like it to appear on the engraved nameplate:

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