

**ASME INDUSTRY PLAQUE  
INDUSTRY PLAQUE REQUEST PROCEDURE**



1. Section Executive Committee determines who to present the award to based on consideration of the guidelines set forth in this part of the ML-10 manual.
2. Section completes the request form and sends to Unit Support along with a check for the appropriate amount.
3. Unit Support procures the Plaque and forwards to the Section.
4. The Section arranges for an appropriate meeting in order to present the Plaque.

**GUIDELINES FOR INDUSTRY PLAQUE**

**Some guidelines for evaluation of eligible companies.**

1. Travel reimbursement for section/regional/national meetings for officers.
2. Membership dues paid.
3. Company posts section newsletter.
4. Company provides a contact person.
5. Company provides speakers for local meetings.
6. Company encourages employees to join ASME.
7. Company provides equipment/facilities for section meetings.
8. Company provides tours.
9. Company provides support to section officers with their ASME duties.

**Allow 8 Weeks Delivery**

**Limit:** One Plaque PER YEAR PER SECTION/SUBSECTION/GROUP

**ORDER FORM**

Company Name \_\_\_\_\_

Section Name \_\_\_\_\_

Presentation Date \_\_\_\_\_

Mail Plaque To: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**NOTE: THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH REQUEST.**

Letter detailing reasons your Executive Committee believes this company should receive an Industry Plaque.

**\$34.00** - Make check payable to ASME.

Mail Order to:

Unit Support – ASME  
MS 23E6  
Three Park Avenue  
New York, NY 10016-5990

For ASME Use  
Only

\_\_\_\_\_ Date Order to NY

\_\_\_\_\_ Amount Received

\_\_\_\_\_ ASME PO Number