

NASA Retirement Plaque Order Form

Note: Customer must fill out all highlighted areas

POC Name:		Date:	
Email:		Phone:	
Retiree Name(s)	Date of Hire	Retirement Date	Notes

Order Status

Date Of Payment:	Date of Order:
Order Received On:	Customer Pick Up Date:

Please fill out all highlighted areas on this form and send along with retirement letter for each retiree to Shawn Mora @ shawn.t.mora@nasa.gov. Payment of \$90.00 is required prior to pick up of order. Plaque payments can be made either in person at the Exchange Gift Shop or by phone @ 757-864-4155 during normal operating hours of 11am – 2pm, Tue – Thu.