

# Instructions for Brick Engraving

To be assured of your satisfaction with engraving, we ask that you fill out the grid below with the wording you wish to have inscribed onto your donated brick.

- \* Bricks are 4" x 8" with inset black engraving.
- \* Maximum of three lines of engraving.
- \* Number of characters per line is nineteen including spaces.
- \* Any symbol is considered one space (period, comma, dash etc).
- \* All text to be upper case.
- \* Use standard abbreviations for rank and military unit name such as;  
PVT for private, SGT for sergeant, 2LT for second lieutenant,  
CPT for captain, INF for infantry, CAV for cavalry, REG for regiment.
- \* Soldier, Sailor or Other participated in Battle of Plymouth Yes  No  If Yes then;  
Were they Confederate (Cross)  or Union (Star)   
(Information for Notation Engraved on Brick, see Example on Page 1)

Example:

EDWARD N BOOTS  
QM SERGEANT CO H  
101ST PENN VOL INF ☉

(Text will be centered on brick as in example)

4 x 8 Brick No. 1


4 x 8 Brick No. 2


I approve the above to be accurate and ready for engraving.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If Order Form is returned by email or electronically it is an admission of approval.

If you have questions or for contact/ mailing at:

By Phone: (252) 793-1377    Via mail: Port O' Plymouth Museum    Via email: [admin@portplymouthmuseum.org](mailto:admin@portplymouthmuseum.org)  
 302 East Water Street  
 P. O. Box 296  
 Plymouth, NC 27962

Number of Engraved Brick at \$50.00 each..... @ \$50.00 \$ \_\_\_\_\_  
 Regimental Engraved Edge Stones at \$125.00 each.. @ \$125.00 \$ \_\_\_\_\_  
 Donation.....\$ \_\_\_\_\_  
 Total.....\$ \_\_\_\_\_

Make Check payable to: Washington County Historical Society (WCHS)  
 for: FH/UW Fund