

**LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SPECIFICATION**

ACRYLIC SERVICE AWARDS

DESCRIPTION:

This specification sets forth the requirements for DOTD Acrylic Service Awards to be used by DOTD Human Resources as recognition of an employee's years of service to the Department.

REQUIREMENTS:

The Department offers DOTD employees service awards beginning with ten (10) years of service and then every subsequent five (5) years thereafter.

GENERAL DESIGN:

The service award shall be made of beveled clear cell cast acrylic with polished edges in the shape of Louisiana mounted to a base of the same material.

The Louisiana portion of the award shall measure **6" H x 7" W x 3/4" D** and laser engraved in reverse print with the DOTD logo, number of years of service and the appreciated statement indicated below. Service years and appreciation statement should use font Zapf Chancery Italic or an approved equal. See attached drawing for layout details.

LOGO

The logo shall be centered, 3/8 inch from top, and measure 2 5/8" W x 1 1/2" H.



SERVICE YEARS

Shall be centered 1" below the logo in a 39 pt. font size, or approved equal.

Only the year will change on each award.

(example: 10, 15, 20, 25, 30, 35, 40, 45, 50 or 55 years.)

APPRECIATION STATEMENT

Shall be centered ½” below the year in the bottom portion of the state shape in a 30.5 pt. font size, or approved equal.

*In Appreciation
For Your Dedicated Service
To The State of Louisiana*

The base shall be a four (4) sided rectangle with slanted edges and an overall height of ¾”. The top of base should measure **7" W x 1 3/4" D** at the top and slant down to **8" W x 2 3/8" D** at the bottom. All sides shall be smooth and polished. The base shall not have protective feet.

NOTE: All measurements are approximate and must not exceed a tolerance of plus or minus 1/8”.

PACKAGING:

Each award must be boxed individually for presentation purposes. Each box must be marked with a printed label with the appropriate years of service.

