REQUEST FOR DESK / DOOR SIGNS

(SUBMIT TO: BUILDINGS & GROUNDS DEPARTMENT)

REQUESTOR:			EXTENSION:ROOM #:	
DATE S	TMENT APPROVAL: SUBMITTED:	DATE NEEDED: _	QTY:	
	(All signs are	INSTRUCTIO of white lettering printed o	NS on a walnut finished plaque)	
1.)	½" lettering is used maximum number All lettering is upper	of characters per plate is 17 er case. All copies for nam	r Number Plates lates and door number plates. The 7. This includes spacing and punctuation. e plates, etc. must be typed or legibly onsible for grammatical correctness.	
2.)				
3.)	Special Instructions: Please indicate exact location sign is to be affixed:			
REQUE: Buildi	(<u>SUBMIT TC</u> STOR:	· · · · · · · · · · · · · · · · · · ·	/ DOOR SIGNS UNDS DEPARTMENT) EXTENSION: ROOM #:	
DEPAR	TMENT APPROVAL:			
DATES 	UBMITTED:	DATE NEEDED:	QTY:	
	(All signs are o	INSTRUCTION of white lettering printed on	NS n a walnut finished plaque)	
2.)	Request for Door, Desk Name Plates and Door Number Plates ½ " lettering is used for all desk, door name plates and door number plates. The maximum number of characters per plate is 17. This includes spacing and punctuation. All lettering is upper case. All copies for name plates, etc. must be typed or legibly lettered in blocks below. Requestors are responsible for grammatical correctness.			
2.)				
4.)	Special Instructions Please indicate exac	s: t location sign is to be affix	ed:	