

# REQUEST FOR DESK / DOOR SIGNS

(SUBMIT TO: BUILDINGS & GROUNDS DEPARTMENT)

REQUESTOR: \_\_\_\_\_ EXTENSION: \_\_\_\_\_  
BUILDING: \_\_\_\_\_ ROOM #: \_\_\_\_\_  
DEPARTMENT APPROVAL: \_\_\_\_\_  
DATE SUBMITTED: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_ QTY: \_\_\_\_\_

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## INSTRUCTIONS

(All signs are of white lettering printed on a walnut finished plaque)

- 1.) Request for Door, Desk Name Plates and Door Number Plates  
1/2" 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.) 

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- 3.) **Special Instructions:**  
Please indicate exact location sign is to be affixed:
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