REQUEST FOR DESK / DOOR SIGNS
(SUBMIT TO: BUILDINGS & GROUNDS DEPARTMENT)

REQUESTOR: ___________________________ EXTENSION: ___________________________
BUILDING: ___________________________ ROOM #: ___________________________
DEPARTMENT APPROVAL: __________ DATE SUBMITTED: __________ DATE NEEDED: __________ QTY: __________

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

1.) 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.)

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


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