

Sign Shop Order

Please completely fill in one order blank for each sign. To match a style, please enclose a tracing or example.

Requester:								Letter Height:			in.
Locatio	า:							Co	lor:		
Phone I	Number:_									background	letters
SAP Cost Center:								Size: width in.		height in.	
Does this need to cover an old sign or space? ☐ Yes ☐ No							Mounting: ☐ tape ☐ screw ☐ plain ☐ de				
Layout	& Text (p	lease pri	int):					Тур	oe Style	: 🗆 all ca	aps upper/lower
											Please show approximate letter size and line spacing. Adjustments may be needed due to type an size limits.

For information or help, call Debbie at 1816.



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Layout & Text (please print):	Type Style: ☐ all caps ☐ upper/lower			
		Please approxi letter si	mate	
		line spa		
		be need	nents may ded due to size limits.	