



Sign Shop Order

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

Requester: _____

Location: _____

Phone Number: _____

SAP Cost Center: _____

Letter Height: _____ in.

Color: _____
background letters

Size: width _____ in. height _____ in.

Does this need to cover an old sign or space? Yes No

Mounting: tape screw plain desk

Layout & Text (please print):

Type Style: all caps 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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