

SIGN FORM Print Center

SY CC 115 • 977-4348 (e-mail: *hsimante*)



FAX: 977-4900

Requestor (Please print first and last names.)		Department		Date In	Date Needed
Phone Ext.	Campus	Building	Room #	Account #	

Please Indicate Quantity

___ Signs* ___ Banners (Max size 3'x6')
 ___ Posters* ___ Charts*

*Lengthy signs, charts and posters require E-MAIL copy/attachment, or disc included with this order form. **Specify software program used and file name:** _____

Size(s) with no waste: ← ← ← ← ← ← ← ←

___ 7x11 ___ 11x14
 ___ 14x22 ___ 22x28
 ___ Other (___x___)

Vertical Sign on one side
 Horizontal Sign on two sides

Paper Color: White Other _____

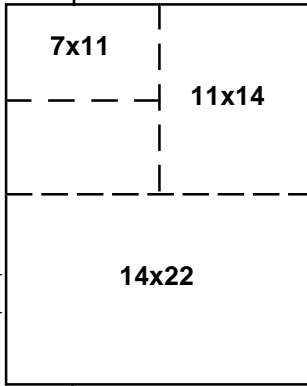
Board Color: White Other _____

Outside Use? Yes No

Easel Tape Grommet

Sign wording, sketch, or other instructions:

22



28

___ Dry Mount/Spray Mount
 ___ Laminate ___x 18" ___x 25"
 ___ Overhead Transparencies
 Framed Unframed
 ___ Other Project: _____

Display:*

- Small Tabletop
- Large Tabletop (1/2 Full Floor Unit)
- Full Floor Unit

* One month notice for custom display.
 Two week notice for standard display.

Copyright permission on file (signature)

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Graphic Services Use Only

___ Hand Letter	BILLING:	COST
___ Computer:		
___ PM ___ CDR		
___ PhotoShop		
___ Winplot		
___ Vinyl		
___ Other _____		

Units:		
Init: / /		TOTAL

Picked up by: (Signature)

Date

Delivered