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BSU Printing and Graphic Services Sign Shop
REQUEST FOR SIGNAGE

Phone: 426-3588 • Fax: 426-5289 • http://oit.boisestate.edu/printing

REQUESTED DELIVERY DATE

Job Completed

NAME OF JOB

Requester Phone Ext. Department Org. Code Mail Stop Signature

Send Sign Request to: SIGN SHOP PAAW 102Q Mail Stop 1222

Please include ALL copies of Sign Request when submitting order.

- Estimate Requested
Proof Req. (no proof for name plates or name tags) Email
Mail to Bldg. Room Mail Stop
Hold in Sign Shop

Table with columns # TOTAL and COLOR(S) for Vinyl Lettering/Decals, Engraved Sign, Banner, Poster, Plastic/Metal Signs.

Table with columns # TOTAL and COLOR(S) for Name Plates with options like Gold with Black Letters, Blue with White Letters, etc.

- Holders Needed for: Desk, Wall, Provide Mounting Tape, Gold Tone, Silver Tone, Walnut Wood.

Table with columns # TOTAL and STYLE for Name Tags, Magnet, Pin Back, Swivel Clip, Pocket Holder.

DO NOT WRITE IN THIS COLUMN

Fonts All Caps Upper and Lower Case

GSP File

MATERIALS

Large empty table for materials and pricing.

Labor

Outside Vendor

Delivery Charge

Tax

TOTAL DUE

JE# VCHR #

Large box for indicating approximate size and including copy or samples. Includes Height and FINISHED SIZE Length labels.

SPECIAL INSTRUCTIONS/TEXT

Multiple horizontal lines for special instructions or text.