

REQUEST FOR SERVICES - SIGN SHOP

SECTION 1- CUSTOMER INFORMATION

Name: _____

Phone: _____ Email: _____

Department: _____ Mail Stop: _____

Department ID Billing Number: _____

DUE DATE:

**25% Rush Charge
may be applied to orders
needed sooner than normal
production time.**

PROOF REQUIRED
\$15 per proof

SECTION 2 - TYPE OF SIGNAGE

- Name Plate Name Plate Holder (wall) Name Plate Holder (desk)
 Name Plate Holder Walnut Desk Name Tag Custom Engraved Sign
 Poster Banner Decals Magnetic Sign Coro-Yard Sign
 ADA Room Sign Lettering Update New ADA Room Sign Directory Poster
 Window Lettering Aluminum Sign Table Banner/Throw
 Retractable Banner Display Pop-Up Banner Display
 Graphic Design Other: _____

SECTION 3 - SPECIFICATIONS

Quantity: _____ Size: _____w X _____h Background Color(s): _____

Lettering/Graphics Color(s): _____

Mounting Tape: Yes No Mounting Hardware: _____

Installation Location (if applicable): _____

SECTION 4 - ARTWORK

File Name: _____ Email Attachment FTP Thumb Drive

Software: .cdr .eps .ai .pdf .psd other: _____

Additional fee may be required

SECTION 5 - SPECIAL INSTRUCTIONS / TEXT



BOISE STATE UNIVERSITY
SIGN SHOP

1910 University Drive PAAW 102Q
(2100 University Drive)
Phone: 208-426-3588

Email: signshop@boisestate.edu
Web: <http://printing.boisestate.edu/signs/>