

Dept Name:

Requestor:

Sign Request Questionnaire

1. What color is the sign?
  
2. What are the dimensions of the sign, measuring width and height?
  
3. What color is the text on the sign?
  
4. Is the text raised or flat?
  
5. What is the size of the text, measuring width and height of letters?
  
6. Does the sign need a frame or is it going in a frame?
  
7. What is the color of the frame if one is needed?
  
8. Please include the exact verbiage needed on the sign including capital and lowercase letters and any punctuation (attach additional spreadsheets as needed).
  
9. Please include a photo of the sign you need or a similar sign.  
(Attach photo on page 2 of questionnaire)
  
10. Please include any other pertinent information that may be helpful in order to get your order processed quickly.

11. What department is paying for the sign?

We must have a photo for reference in order to produce your order. Please let us know if you have any questions.