

Purchase order or departmental requisition # _____ Today's date _____ Requested due date* _____
*Typical turnaround time for ADA signs is 4-6 weeks. Contact University Printing if you need a RUSH order.

Bill to (department and address) _____ Contact person _____

Are these signs for a new construction or renovation project? ☐ Yes ☐ No If yes, please provide AIM project code _____
 Work Order # _____ and Phase _____

Email _____ Phone _____ Campus address _____

Special billing instructions _____

Order contact person if different, please include email and phone _____

Quantity of signs needed:* _____ Replacing a sign or a new sign? ☐ Replacement in same location ☐ New sign in new location
*To place an order with multiple signs, please download this [spreadsheet](#) and send order forms to uprint@k-state.edu

Sign(s) location: Building _____ Room number _____ Location description _____

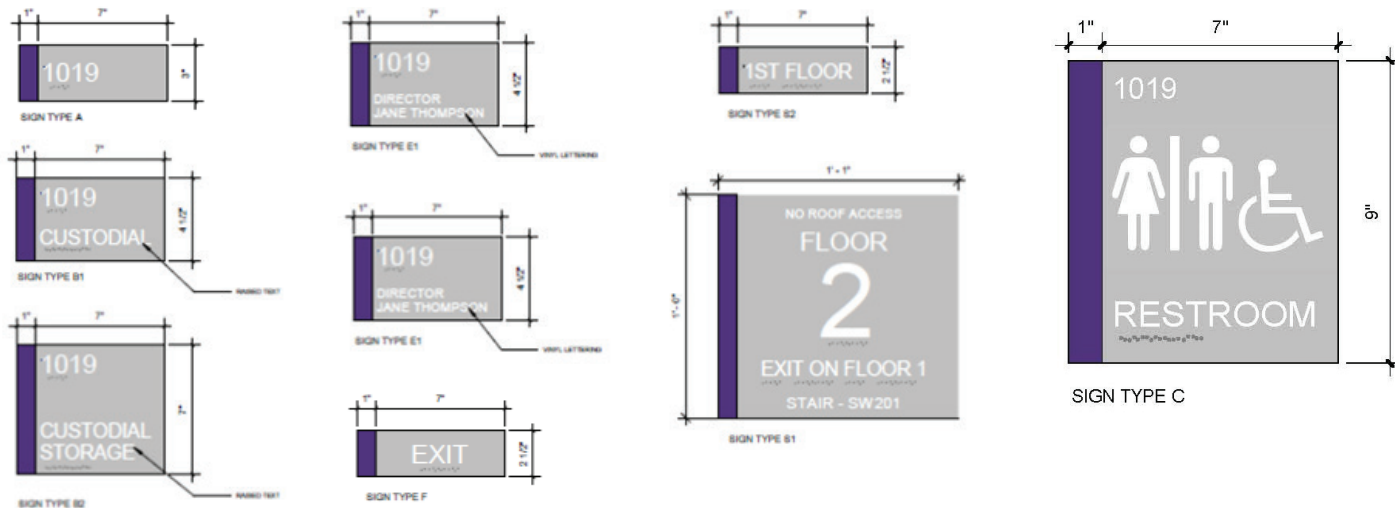
Please include requested content for the signs. (We may need to edit based on ADA regulations and/or University branding guidelines.)

Please include a photo of the sign you need or a similar sign. ☐ Same sign ☐ Similar sign Location of Similar sign _____

Unless replacing all signs in a building or all signs on the same floor/section of a building, you must provide a photo of a similar sign.

Please include any other pertinent information that may be helpful in processing your sign order quickly and accurately. _____

Current Kansas State University ADA-Compliant Wayfinding and Room Sign Standards



If your building/floor has not yet adopted this style, please complete the following questions to ensure the sign will be consistent with other signs on the same floor/building.

What color is the sign? _____ What color is the text on the sign? _____

What are the exact dimensions of the sign, measuring width and height in inches? _____ width _____ height

Is the text raised from the surface or flush with the surface? ☐ Raised ☐ Flush

What is the size of the text, measuring width and height of the largest letter in inches? Letter _____ width _____ height

Does this sign go into a frame? ☐ Yes ☐ No If yes, do you also need to order the frame? ☐ Yes ☐ No

If frame is needed, please describe in detail the size, color, type, color of metal or wood finish, etc. _____

Any first-time ADA sign must be installed according to ADA specifications. Facilities/Space Management will coordinate installations.

Please email completed form to [Space Management](#) for ADA compliance approval. They will then route the order to University Printing for production.

Questions? Call University Printing 785-532-6308