

University Printing at K-State ADA Compliant/Braille Room Signs

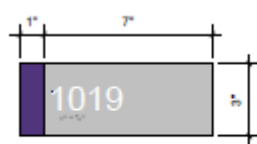
Purchase order of departmental requisition number: _____ Today's date _____ Requested due date _____

Bill to (Department Name and Address) _____ Contact Person _____

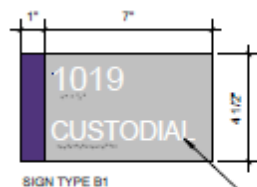
Email _____ Phone _____ Campus Address of Contact _____

Any special billing instructions _____

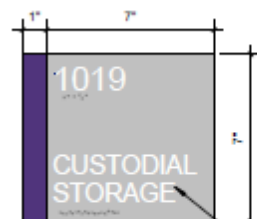
Person submitting order if different from Contact Person above _____ Phone/Email _____



SIGN TYPE A

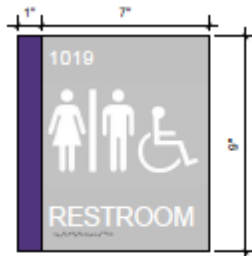


SIGN TYPE B1

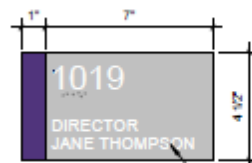


SIGN TYPE B2

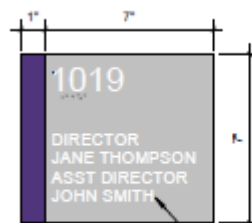
RAISED TEXT



SIGN TYPE C



SIGN TYPE C1

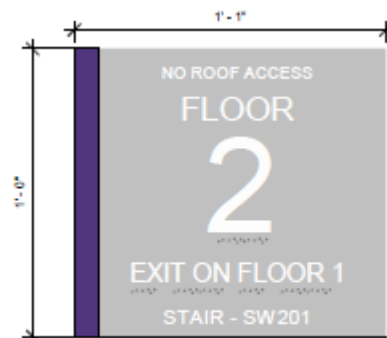


SIGN TYPE C2

VINYL LETTERING



SIGN TYPE F



SIGN TYPE S2

1. Sign location Building _____ Room number _____ Location description _____

2. Please include the exact verbiage needed on the sign including capital and lowercase letters, numbers and any necessary punctuation.

3. 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.

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

The drawings above represent the current standard for signs throughout Kansas State University. If your building/floor has not yet adopted this style, please complete Questions 5 through 12 to ensure that your sign will coordinate with others on your floor.

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

6. What are the exact dimensions of the sign, measuring width and height? _____

7. Is the text raised or flat? (Raised means that it sticks out noticeably from the sign. Flat is either printed or adheres flat.) RAISED FLAT

8. What is the size of the text, measuring width and height of letters? _____

9. Is this a sign that goes into a frame? YES NO

10. If yes, do you also need to order the frame? YES NO

11. What is the color of the frame, if one is needed? _____

12. This sign is a: REPLACEMENT IN SAME LOCATION NEW SIGN IN NEW LOCATION

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

Please email completed form and photo to uprint@ksu.edu or return in person to 24 Umberger Hall.