

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](mailto:uprint@k-state.edu)

Sign(s) location: Building \_\_\_\_\_ Room number \_\_\_\_\_ Location description \_\_\_\_\_

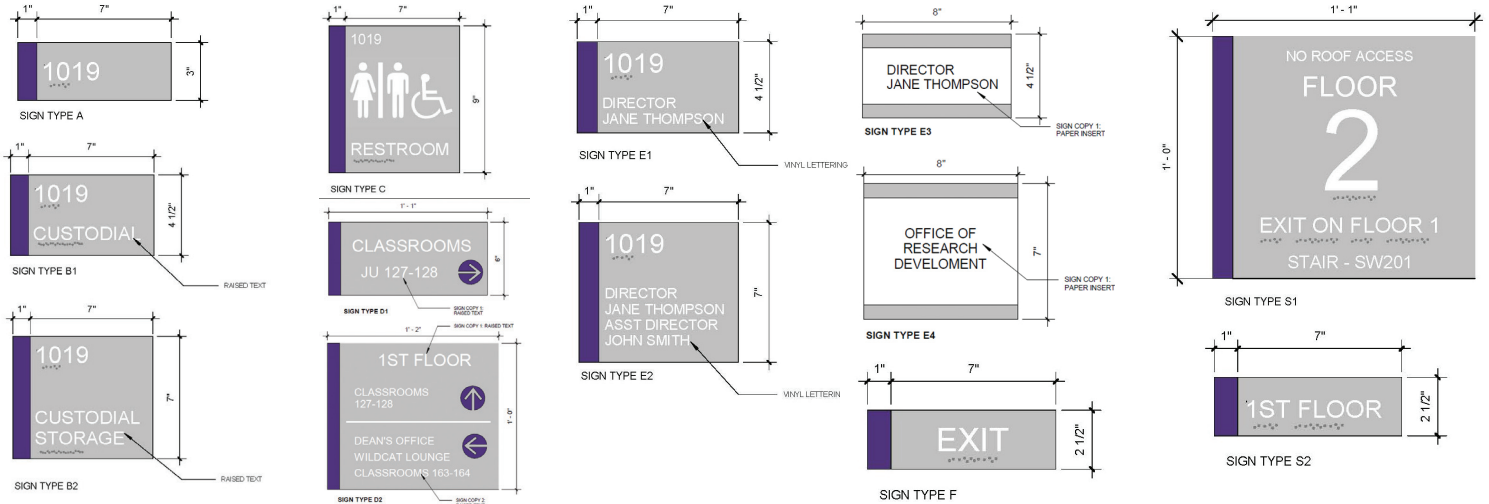
Please include requested content for the signs. (We may need to edit based on ADA regulations and/or University branding guidelines.)

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.**