

SIGN REQUEST FORM:

Facilities Services

Fax: 419.372.7620

Phone: 419.372.7647

Email: workorder@bgnet.bgsu.edu

Name: _____

DCC#: _____

Department: _____

Phone: _____

Deliver to Building/Room: _____

Work Order Number: _____

[This area to be completed by Facilities Staff](#)



Quantity

Desk Sign 1 1/2" x 8" White on Black _____

Desk Sign 1 1/2" x 8" White on Walnut _____

Desk Sign Holder----- Silver _____

Desk Sign Holder-----Gold _____

Information as to how it should appear on sign (s)

Line 1 _____

Line 2 _____



Quantity

Door Sign 1 ½” x 10: White on Black _____

Door Sign 2” x 10” White on Black _____

Door Sign 4” x 12” White on Black _____

Door Sign 1 ½” x 10” White on Walnut _____

Door Sign 2” x 10” White on Walnut _____

Door Sign 4” x 12” White on Walnut _____

Information as it should appear on sign(s):

Line 1 _____

Line 2 _____

4” x 12” Sign Only Line 3 _____

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Wall Sign 2” x 10” White on Walnut Two Sided \_\_\_\_\_

Wall Sign Holder- Gold \_\_\_\_\_

Information as it should appear on the sign(s)

Line1 \_\_\_\_\_

Line2 \_\_\_\_\_