

# SIGN REQUEST FORM:

Facilities Services

Fax: 419.372.7620

Phone: 419.372.7647

Email: [workorder@lists.bgsu.edu](mailto:workorder@lists.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 \_\_\_\_\_