



Southern
Illinois University
Carbondale

Campus Sign Request

Printing/Duplicating Service
Southern Illinois University Carbondale

Work Order No.

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Date Submitted _____ Date Due _____

Account Title _____

Contact Person _____

Email _____

Budget Purpose _____ Activity Code _____ Activity Code _____ Object Code _____

Phone _____ Fax _____ Pick Up Deliver to _____ Bldg. _____ Room _____

Fiscal Officer Signature _____ Mail Code _____

ADA compliant buildings will no longer be allowed adhesive back signs. Physical Plant Service Request forms will be handled by Printing/Duplicating for signs needing installation.

Qty.	Description	Name Badges: Magnetic or Pinback	Size	Background Color	Letter Color

<p style="text-align: center;">ADA Signage</p> <p><input type="checkbox"/> 4"x4" Room # Sign with Braille</p> <p><input type="checkbox"/> 2"x10" Door Sign with clear plastic lens</p> <p><input type="checkbox"/> Other (Please describe size, with or without frame and Braille, copy on maroon insert)</p>	<p style="text-align: center;">Desk Name Sets</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><input type="checkbox"/> Drop In (least expensive) Extra charge for SIU logo or any other logo</p> <p><input type="checkbox"/> 8" chrome base</p> <p><input type="checkbox"/> 9" chrome base</p> <p><input type="checkbox"/> 1.5" tall name plate black with white letters</p> <p><input type="checkbox"/> Other color name plate – specify background and letter color</p> </td> <td style="width: 50%; vertical-align: top;"> <p><input type="checkbox"/> Slide In (most expensive)</p> <p><input type="checkbox"/> 8" Base can be wood, chrome or gold</p> <p><input type="checkbox"/> 10" Base can be wood, chrome or gold</p> <p><input type="checkbox"/> 2" tall name plate black w/ white letters</p> <p><input type="checkbox"/> Other color name plate – specify background and letter color</p> </td> </tr> </table>	<p><input type="checkbox"/> Drop In (least expensive) Extra charge for SIU logo or any other logo</p> <p><input type="checkbox"/> 8" chrome base</p> <p><input type="checkbox"/> 9" chrome base</p> <p><input type="checkbox"/> 1.5" tall name plate black with white letters</p> <p><input type="checkbox"/> Other color name plate – specify background and letter color</p>	<p><input type="checkbox"/> Slide In (most expensive)</p> <p><input type="checkbox"/> 8" Base can be wood, chrome or gold</p> <p><input type="checkbox"/> 10" Base can be wood, chrome or gold</p> <p><input type="checkbox"/> 2" tall name plate black w/ white letters</p> <p><input type="checkbox"/> Other color name plate – specify background and letter color</p>
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Attach sample or sketch layout. Additional instructions.

Date Work Order Completed _____

Please retain copy for your records.
Original to: Printing & Duplicating
Mailcode 6733
208 Physical Plant Drive
Phone: 453-2268 Fax: 453-1621

Total Amount of Charges Transferred \$ _____
Date Charges Transferred _____