

Date Submitted \_\_\_\_\_ Date Due \_\_\_\_\_

Work Order No. 

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Account Title \_\_\_\_\_

Budget Purpose \_\_\_\_\_ Activity Code \_\_\_\_\_ Activity Code \_\_\_\_\_ Object Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_

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;"><b>ADA Signage</b></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;"><b>Desk Name Sets</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><input type="checkbox"/> <b>Drop In</b> (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"/> <b>Slide In</b> (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"/> <b>Drop In</b> (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"/> <b>Slide In</b> (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: 453-1643

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