

Please remember – you must also submit a work order online at <http://lufacilities/home.html>

# SIGN REQUEST FORM

PLEASE PRINT OR TYPE

<b>Name</b>							
<b>Department</b>							
<b>Ext</b>		<b>Account #</b>					
<b>DOOR PLATE</b>		<b>Velcro Needed</b>	<table border="1"> <tr> <td><b>Yes</b></td> <td><b>No</b></td> </tr> <tr> <td></td> <td></td> </tr> </table>	<b>Yes</b>	<b>No</b>		
<b>Yes</b>	<b>No</b>						
<b>Plate Size</b>	2x8	<b>Plate Color</b>					
<b>Letter Size</b>	See below	<b>Letter Color</b>					
			<b>Letter size</b>				
<b>Line 1</b>			¾ inch				
<b>Line 2</b>			½ or ¼ inch				
<b>Line 3</b>			½ inch				
<b>Line 4</b>			½ inch				
<b>DESK PLATE</b>		<b>Desk plate holder needed</b>	<table border="1"> <tr> <td><b>Yes</b></td> <td><b>No</b></td> </tr> <tr> <td></td> <td></td> </tr> </table>	<b>Yes</b>	<b>No</b>		
<b>Yes</b>	<b>No</b>						
<b>Plate Size</b>	Standard 2"x10"	<b>Plate Color</b>					
<b>Letter Size</b>	See below	<b>Letter Color</b>					
*Recommended letter size (depending on length of name) 1 line only - ¾ inch			<b>Letter size*</b>				
<b>Line 1</b>			¾ inch				
<b>Line 2</b>			3/8 inch				
<b>Other</b>							

Engraving will be billed at \$.25 per letter plus the cost of the frame, plate and/or stand. Please allow at least 1 week for receipt of materials.

**Return to Shipping / Receiving Unit 197**

<b>Date Received</b>		<b>Date Completed</b>	
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