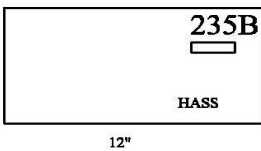


## Interior Signage Request Form

Installation of any signs on facilities and properties of the University must be approved, coordinated, and designed by Facilities. This effort is necessary to ensure that the project meets all State and Federal codes and standards for signs established by the University. Types of signs requiring this approval include, but are not limited to all interior signs for buildings, directories, and bulletin boards.

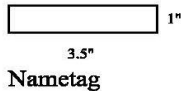
Price List		
'A' Sign (Face & Frame)	6" x 12"	\$ 60.00
'A' Sign (Face & Oak Frame)	6" x 12"	\$ 68.00
'A' Sign (Face Only)	6" x 12"	\$ 52.00
'B' Sign (Face & Frame)	6" x 6"	\$ 47.00
'B' Sign (Face & Oak Frame)	6" x 6"	\$ 58.00
'B' Sign (Face Only)	6" x 6"	\$ 42.00
'B' (Name Plate Strip)	1" x 6"	\$ 15.00
'C' (Face & Frame)	2.25" x 4.25"	\$ 31.00
'C' (Face & Oak Frame)	2.25" x 4.25"	\$ 40.00
'C' (Face Only)	2.25" x 4.25"	\$ 26.00
Nameplate		\$ 5.50
Nametag		\$ 5.00
6" Grip-a-strip		\$ 8.00
12" Grip-a-strip		\$15.00

Requester Information	
Name:	Phone:
Department:	UMC:
Email:	Fax:
Building:	Room:
Required Signature	
Department Head/Director Name:	
Signature:	
Date:	
Index Number:	



**A-Sign**  
This sign is used for main college or department office.

Max. Characters 35 (A-sign)  
Per Line: 18 (B-sign)  
(includes spaces)



**Nametag**



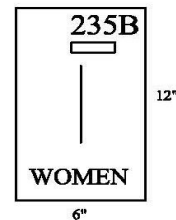
**B-Sign**  
Used for offices and other room identification.



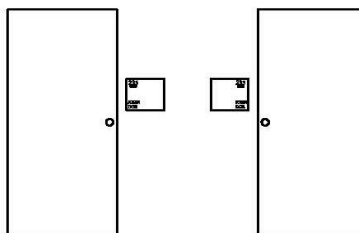
**B Sign With Name Strips**



**C-Sign**  
Used to identify room number.



**Restroom**



**Left Justified**

**Right Justified**



**Desk Nameplate**

**Nameplate Holder**

Want a grip-a-strip at bottom of sign?	Does a sign already exist?	Right or Left Justified	Sign Type	Room Number	Text to be on Sign
Yes	Yes	L	A B C		
No	No	R	Name Strip		
Yes	Yes	L	A B C		
No	No	R	Name Strip		
Yes	Yes	L	A B C		
No	No	R	Name Strip		

Please fill in this form, obtain required signatures, and fax to 797-3388 or email to [facilitiescustserv@usu.edu](mailto:facilitiescustserv@usu.edu).

