

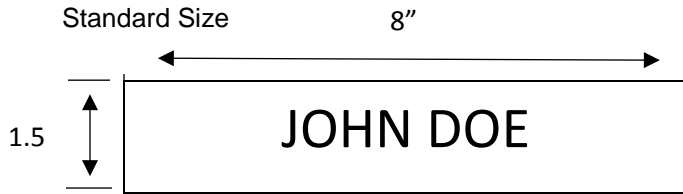


Western Oregon  
UNIVERSITY

## Facilities Services

Key Shop 503-838-8952

### SIGN ORDER FORM



Sample Sign layout showing the  
information needed.

Department: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Index: \_\_\_\_\_

Dept. Approval: \_\_\_\_\_

This sign is to be: DESK MOUNTED\_\_\_ DOOR MOUNTED\_\_\_ WALL MOUNTED\_\_\_ WALL HUNG\_\_\_

With lettering on: ONE SIDE\_\_\_ TWO SIDES\_\_\_

Colors available (all with white letters) must conform to existing color scheme.

BLACK\_\_\_ BROWN\_\_\_ RED\_\_\_ BLUE\_\_\_ WOOD GRAIN\_\_\_

Please PRINT exactly how you wish the name to appear on the sign.

A large empty rectangular box with a black border. To the left of the box, there are two vertical double-headed arrows. The top arrow spans the height of the box. The bottom arrow spans a portion of the height, starting from the bottom edge of the box. Above the box, there is a horizontal double-headed arrow spanning the width of the box.

Other Instructions or Remarks:

#### For Facilities Services Use Only:

Sign Cost\_\_\_\_\_Holder Cost\_\_\_\_\_Labor\_\_\_\_\_Total\_\_\_\_\_Initials\_\_\_\_\_