***Slippery Rock University Sign Request Form***

Printing Services – Stores Building 1 – Phone: 724-738-2983

Name: Click here to enter text. Authorized By: Click here to enter text.

10 Digit Fund Center: Click here to enter text. Department: Click here to enter text.

Date Ordered: Click here to enter a date. Date Needed\*: Click here to enter a date. \*Please allow 2 weeks
 (additional time may be needed based on workload and job size)

Phone Number: Click here to enter text.

[ ]  Single Sided Qty: ## [ ] Double Sided Qty: ##

[ ]  **Corrugated Plastic Board** (largest size: 48” x 96”) Height: ##” Width: ##”

 (Standard outdoor sign is 20” x 24”)

 Color: Choose an item.

 Do you need sign stakes? Choose an item. Qty: Click here to enter text.

[ ]  **Plastic** - name/door sign material (largest size: 21” x 25”) Height: ##” Width: ##”

 (Standard name/door signs are 2” x 12” or 3” x 12”)

 Color: Choose an item.

[ ]  **Posterboard** (largest size: 28” x 44”) Height: ##” Width: ##”

 Color: Choose an item.

 Laminate? (max width is 23”) Choose an item.

[ ]  **Paper** (max width is 53”) Height: ##” Width: ##”

[ ]  **Banner Vinyl** (max height is 53”) Indoor [ ]  Outdoor [ ]  Height: ##” Width: ##”

 Color: Choose an item.

Print File Name: Click here to enter text.

Sign Text (for vinyl lettered signs. Capitalize as desired on sign. Attach additional sheet if necessary):

 (Sign text is centered with letter size determined by sign dimensions unless otherwise requested)

Click here to enter text.

Letter Color: Choose an item.

Letter Font: Choose an item., Other Click here to enter text.

If assistance is needed with this form or if you have any questions, please contact us at X2983.