



ARKANSAS STATE UNIVERSITY  
Facilities Management

## Sign Shop Request Form

Name of the Requestor \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Request Date \_\_\_\_\_

Due Date for Items \_\_\_\_\_

Building Name \_\_\_\_\_

Deliver To \_\_\_\_\_

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

Contact Email Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

FOAP \_\_\_\_\_

### Name Tags

How many? \_\_\_\_\_

What Color- Blk w/White, Silver w/Blk Letters or Both ?  
\_\_\_\_\_

Information how it needs to appear

### Door Name Plates

Is this a Standard Gray Slide In Plate

Yes or No \_\_\_\_\_

If No, What Building and Floor Information  
that needs to appear on the plate

### Desk Plates

How many \_\_\_\_\_

What size 10x2 or 8x2 \_\_\_\_\_

Do You Need a Holder? \_\_\_\_\_

Information that needs to appear on the plate

Other Items such as Plaques, Banners,  
Coroplast Signs, Graphics, Posters,  
Room Numbers & Directional Signage

Please email or call  
[signshop@astate.edu](mailto:signshop@astate.edu)  
870-680-4720

### **Important Note:**

#### **Please Read, Initial and Have Approver Sign Below**

The requester will need to email [signshop@astate.edu](mailto:signshop@astate.edu) for a quote.

I will need at least a **two** weeks notice before you receive any request.

Rushed items may be charged an additional fee.

For any plaques, you will have a chance to proof it. Please ensure it is correct at this point. Once plaques have been approved, I will begin engraving.

If items are incorrect at this point, it will be another charge issued to recreate item.

Any artwork must/needs to be pre approved by Creative Services.

For Remodels, please use the Project Request form.

#### **I have read and understand the above instructions**

Requestor's Initials \_\_\_\_\_

Date \_\_\_\_\_

Approver \_\_\_\_\_

Approver Signature \_\_\_\_\_

Date \_\_\_\_\_