



ARKANSAS STATE UNIVERSITY

Sign Shop
Request Form

Name of Requester _____
Phone Number _____
Email Address _____
Request Date _____
Due Date for Items _____

Building Name _____
Deliver To _____
Person of Contact _____
Contact Email Address _____
Contact Phone Number _____
FOAP _____

Amount will be billed at the time the work order is created. Please email a screenshot of FGI BAVL including your supply, service & activities balance 710000(see example below).

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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 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

Kaye Childs

Commercial/ Graphic Artist I

gchilds@astate.edu

870-680-4720

Important Note: Please Read, Initial and Have Approver Sign Below

The requester will need to send me (Kaye Childs) an email 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 items. 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 _____