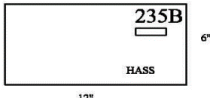


451 East 400 North
Price, UT 84501
Phone: (435) 613-5010

Interior Signage Request Form

Installation of any signs on facilities and properties of Utah State University must be approved, coordinated, and designed by USU Facilities personnel. 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.

Please complete this form and attach it to your work order when submitting a request for signage. This will help ensure your request is properly reviewed, coordinated, and completed in accordance with University requirements.

Sign Types	Justifications	Requestor Information																																				
“A” Sign  A-Sign This sign is used for main college or department office. Max. Characters 35 (A-sign) Per Line: 18 (B-sign) (includes spaces)	Left Justified 	<table> <tr> <th colspan="3">Requestor Information</th></tr> <tr> <td>Name:</td><td colspan="2">Date:</td></tr> <tr> <td>Email:</td><td colspan="2">Index Number:</td></tr> <tr> <td>Requester Building/ Room Number:</td><td colspan="2">Phone Number:</td></tr> </table>	Requestor Information			Name:	Date:		Email:	Index Number:		Requester Building/ Room Number:	Phone Number:																									
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Email:	Index Number:																																					
Requester Building/ Room Number:	Phone Number:																																					
“B” Signs  B-Sign Used for offices and other room identification.  B Sign With Name Strips	Left Justified 	<table> <tr> <th colspan="3">Price List</th></tr> <tr> <td>“A” Sign (Face & Frame)</td><td>6” x 12”</td><td>\$90.00</td></tr> <tr> <td>“A” Sign (Face Only)</td><td>6” x 12”</td><td>\$48.00</td></tr> <tr> <td>“B” Sign (Face & Frame)</td><td>6” x 6”</td><td>\$58.00</td></tr> <tr> <td>“B” Sign (Face Only)</td><td>6” x 6”</td><td>\$47.00</td></tr> <tr> <td>“B” (Name Strip)</td><td>1” x 6”</td><td>\$18.00</td></tr> <tr> <td>“C” (Face & Frame)</td><td>2.25” x 4.25”</td><td>\$35.00</td></tr> <tr> <td>“C” (Face Only)</td><td>2.25” x 4.25”</td><td>\$29.00</td></tr> <tr> <td>6” Grip-a-strip</td><td></td><td>\$12.00</td></tr> <tr> <td>12” Grip-a-strip</td><td></td><td>\$21.00</td></tr> <tr> <td>Nameplate</td><td>10” x 2”</td><td>\$14.00</td></tr> <tr> <td>Nameplate Holder</td><td></td><td>\$5.50</td></tr> </table>	Price List			“A” Sign (Face & Frame)	6” x 12”	\$90.00	“A” Sign (Face Only)	6” x 12”	\$48.00	“B” Sign (Face & Frame)	6” x 6”	\$58.00	“B” Sign (Face Only)	6” x 6”	\$47.00	“B” (Name Strip)	1” x 6”	\$18.00	“C” (Face & Frame)	2.25” x 4.25”	\$35.00	“C” (Face Only)	2.25” x 4.25”	\$29.00	6” Grip-a-strip		\$12.00	12” Grip-a-strip		\$21.00	Nameplate	10” x 2”	\$14.00	Nameplate Holder		\$5.50
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“C” Sign  C-Sign Used to identify room number.	Right Justified 																																					
Nameplates  Desk Nameplate Nameplate Holder																																						

[illegible]