



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 _____

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
Kaye Childs
Commercial/ Graphic Artist I
gchilds@astate.edu
870-680-4720

Important Note: Please Read and Initial Below

The requestor will need to send me (Kaye Childs) an email for a quote.
I will send a quote that you will use for your requisition.

I will need the requestor to send me the Requisition Number
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 _____