



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

Desk Plates

How many _____

What size 10x2 or 8x2 _____

Do You Need a Holder? _____

Information that needs to appear on the plate

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

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 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 _____