

# Signage Request Form

One request per page unless multiples of same copy

*note: lack of planning on your part*

*does not constitute an emergency on my part!*

Division: \_\_\_\_\_ Department \_\_\_\_\_

Requisitioner \_\_\_\_\_ Authorized Sig \_\_\_\_\_

Date requested \_\_\_\_\_ Needed by \_\_\_\_\_

Deliver to:

Size	<input type="checkbox"/> letter	<input type="checkbox"/> color print	<input type="checkbox"/> color background
	<input type="checkbox"/> legal	<input type="checkbox"/> black and white	<input type="checkbox"/> white background
	<input type="checkbox"/> ledger	<input type="checkbox"/> text supplied	<input type="checkbox"/> graphics supplied
	<input type="checkbox"/> A2	<input type="checkbox"/> color border: color	_____

Font preferences (samples if they're not TT for Mac) \_\_\_\_\_

Special Instructions \_\_\_\_\_

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(include sketch if words do not do justice for your vision)

TEXT (please print neatly or type) \_\_\_\_\_

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Make 3 copies of this request. One for requisitioner, one for dept. head, and send one to Terry Patch, Chicon Operations, P.O. Box 642057, Chicago IL 60664.