



CAMPUS SIGNS ORDER FORM

UNIVERSITY MARKETING & COMMUNICATIONS

Name: _____ Phone Number: _____

Department: _____ Date: _____

Index # Charged: _____ Date Needed: _____

Authorized Signature Required: _____

	Item	Description	Cost	Qty	Total
Oak Hall Signs	Wood frame	7"x18" wood frame, wall mountable	\$47.50		
	Insert	Replacement insert for 7"x18" wood frame	\$12.00		
	Wood rocker	6"x18" wood rocker, hangs below 7"x18" wood frame	\$31.50		
	Insert	Replacement insert for 7"x18" wood rocker	\$12.00		
Door Identification	Black frame	8"x8" black frame	\$12.00		
	Insert	Room number 2 1/2 " x 7 7/8 "	\$6.50		
	Insert	Top insert 5 1/2 " x 7 7/8 " (w/ room number)	\$6.50		
	Black Frame	6"x8" black frame	\$10.00		
	Insert	Room number optional	\$2.50		
	Insert	Replacement Top insert 5 7/8 " x 7 7/8" (w/o room number)	\$6.50		
	Black frame	4"x8" black frame	\$10.00		
	Insert	Replacement insert for 4"x8" black frame	\$4.50		
	Black Fram	2"x8" black frame	\$6.00		
	Insert	Replacement insert 1 7/8" x 7 7/8"	\$2.50		
Desk Plates	Metal desk sign	2"x10" metal desk sign	\$10.00		
	Insert	Replacement insert for 2"x10" metal desk sign	\$3.50		
	Metal desk sign	2"x8" metal desk sign	\$7.50		
	Insert	Replacement insert for 2"x8" metal desk sign	\$3.00		
	Metal desk sign	1 1/2"x9" metal desk sign	\$6.00		
	Insert	Replacement insert for 1 1/2"x9" metal desk sign	\$3.00		
	Plastic name plate	4"x8" plastic name plate, mounts on desk front or movable walls	\$5.00		
	Brass name plate	2 1/2"x8 1/2" engraved brass name plate, AD 218 Suite only	\$13.50		
Badges	Name badge	1"x3 1/2" name badge with pin clasp	\$1.00		
	Name badge	1"x3 1/2" name badge with magnetic clasp	\$2.75		
Misc	Other	_____			
		For special projects please contact Chris Mata'u at ext. 8023			
			Total		

Room Number:
Mail Stop:

TEXT _____

Fax order to Chris Mata'u (426-6201)
 with at least 3 working days.
 Rush orders subject to stock on hand. Additional forms are available at <http://www.uvu.edu/marketing/signage>