

Name: \_\_\_\_\_ Phone Extension: \_\_\_\_\_ Room #: \_\_\_\_\_

File Description: \_\_\_\_\_

Account #: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Due Date: \_\_\_\_\_ Work Order #: \_\_\_\_\_

**Wide Format Printing—Signs, Banners, Posters** © *Campus Services Observes copyright law in processing your request* **Quantity**

Portrait  Landscape      Finished Size: \_\_\_\_\_ x \_\_\_\_\_

**Material**

Foamboard     Vinyl     Window Cling     Color Vinyl

Coroplast     Paper     Wall Cling    Choose Color: \_\_\_\_\_

Stickers     Floor Cling     Wall Cling (repositionable)     Other: \_\_\_\_\_

**Finishing**

Hem Tape     Cutting/Trimming     Stakes (for coroplast signs)

Grommets     Lamination     Other: \_\_\_\_\_

**Special Instructions:**

\_\_\_\_\_

**Name Tags** **Quantity**

Gold     1 Line

White     2 Line

**Specify Name or attach list**

\_\_\_\_\_

**Desk Plates** **Quantity**

Choose Color: \_\_\_\_\_

With Stand     Without Stand

**Specify Name or attach list**

\_\_\_\_\_

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\_\_\_\_\_

**Signature (Required)**

**Delivery Location**

Mail Stop: \_\_\_\_\_

Hold for Pick-Up in **BIC 0515**

Date Completed: \_\_\_\_\_ Total Charges: \_\_\_\_\_

\$ \_\_\_\_\_