

TROY UNIVERSITY

SIGN REQUEST FORM

Requestor (Name, Location, and Phone Number)

Date of Request

Sponsoring Department

Funding Source (Mandatory)

Desired Completion Date

Related Upcoming Events

Description of Sign Requested (Maximum size is 8-1/2" x 11")

Existing room # (if any):

Desired Text and Layout:

Sign Sizes and Cost Breakdown (Project Request Form must be signed by Requestor and Department Chair)

Standard ADA Size (5" x 7-1/2") = **\$18**

Oversized Sign (8-1/2" x 11") = **\$22**

Requestor

Date

Name and Title

Dean or Director

Date

Name and Title