



Request for Office Signs

If a custom sign is needed that doesn't fit the format below, please contact the
Rhodes Communication office: ahokas@rhodes.edu
Metro Graphics, LLC - Phone (901) 417-7128



Rhodes College

COMPLETE FORM, SAVE TO DESKTOP AND EMAIL TO: design@GoMetroGraphics.com

Department: _____

Date Submitted: _____

Cost Center #: _____

Date Needed: _____

ORDERED BY:

DELIVER TO:

Name: _____

Building: _____

Phone: _____

Room #: _____

Email: _____

Add'l Info: _____

PRINT ORDERS

Your order is for a single office sign on card stock at a cost of \$5.00. Please enter below the **EXACT** information to be printed on the sign. You must select the size sign you need from the available sizes listed at the bottom right that will fit in the sign holder outside your office door, and indicate it below.

Name: _____

Job Title and Department _____

Size: _____

Fill out your information **EXACTLY** as you want it to read on your sign. A proof will be emailed to you. Please call or email Metro Graphics to either make changes or to OK the proof. Please try to get all the information correct on this form so the order will not be delayed if changes have to be made after the initial type setting. Delivery will be 10 working days after receiving the order.

Example

(Actual dimensions will vary)

Name
Title and Department



Rhodes College

Currently available sizes*

width x height in inches

6 x 3.875	6.75 x 6
6.5 x 5.75	6.75 x 7.5
6.75 x 4	9.5 x 4

* If your office sign holder is not one of the standard sizes, please contact the Rhodes Communication office at ahokas@rhodes.edu