



# 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](mailto:ahokas@rhodes.edu)  
Metro Graphics, LLC - Phone (901) 417-7128



**COMPLETE FORM, SAVE TO DESKTOP AND EMAIL TO: [design@GoMetroGraphics.com](mailto: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.

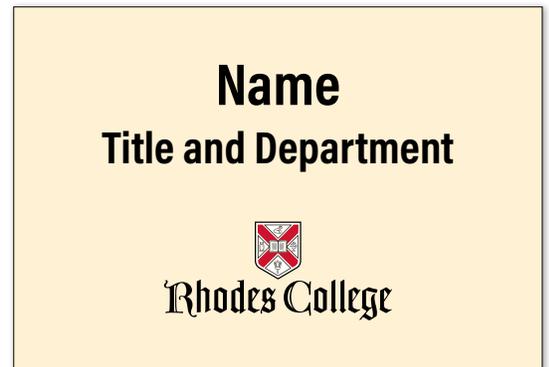
Name: \_\_\_\_\_

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)



### 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](mailto:ahokas@rhodes.edu)