



Sign Order Form

One form required for each sign order, except duplicates

Fax # 344-5250 or email Signshoprequest@leegov.com Phone # 533-9060

Requestor _____ Telephone # _____ Date _____

Department _____

Account String _____

Date Needed _____

Type of Sign/Stencil: Engraved Vinyl Adhesive Lettering Stencil Banner

Sign/Stencil Verbiage: _____

Sign

Size in inches: _____

Background color: _____

Letter color: _____

Letter size requested: _____

Number of duplicates: _____

Please Note: Our computer program proportions the letter size to fit the size of sign you are requesting.

Stencil

Letter size: _____

Number of duplicates: _____

Draw Example Here:

Below is for Sign Shop use only:

Materials: \$0.15/sq. in. x _____ Used = _____

Cutter Used _____ Cutter Depth _____

Font _____ Letter Size Proportional _____