

DIRECTORS STAFF SIGN SHOP

SIGN AND BANNER ORDER FORM

PLEASE USE THIS FORM TO ORDER SIGNS AND BANNERS ONLY.

Please provide a sketch of how you want it to look.

Date request submitted _____ Date wanted _____

Order submitted by _____ Phone No. _____

Unit or Organization _____

Sign Banner Number of grommets in each banner _____

Placement of grommets _____

Number of signs/banners _____

Overall size of sign/banner: Length _____ Width _____

Color of sign/banner background _____

Color of lettering _____

(each line may be a different color)

Number of lines of lettering _____ Size of letters _____ Font _____

Wording on line 1 _____

Wording on line 2 _____

Wording on line 3 _____

Wording on line 4 _____

Have this order form placed in the Director's Staff mail box in the Shrine office.

Additional information: