Newport-Mesa Unified School District
Sign Request Form

DATE REQUESTED:   W/O #:  
REQUESTED BY:     NUMBER OF SIGNS:  

☐ PRINTED VINYL SIGNS
   Signs are printed on white vinyl and applied to aluminum sign blanks
   ✔  9” x 12”    ☐ 12” x 18”    ☐ 18” x 24”    ☐ 24” x 36”
   Letter Height: __________  Color: __________  Font: _____________________

   NOTE: Printed signs can be any color (excluding metallic) or font. Please specify in sketch area.
   ☐ Custom Size: Specify custom size in sketch area (custom sizes require M&O approval)

☐ VINYL LETTERING ONLY, NO BLANK
   This style is used to apply lettering directly to select smooth surfaces (doors, windows, etc.)
   Letter Height: __________  Color: __________  Font: _____________________

   Colors Available in Vinyl:
   BLACK  WHITE  DARK BLUE  LIGHT BLUE  RED  GRAY  YELLOW  GREEN

   NOTE: Most fonts can be cut on vinyl. All requests for custom fonts must be approved by M&O.

☐ ENGRAVED SIGNS
   This style is used for classroom, office and restroom signage only.

   NOTE: Engraved signs can be no larger than 9”x 12” and require M&O approval

Submit form to M&O – Attach to work order request in SchoolDude.
NOTE: This form along with a work order MUST be received and/or approved before project can begin.
Please sketch or attach photo of pre-existing or new sign.

Specify Orientation:

☐ Portrait
☐ Landscape

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