BLINN COLLEGE
SIGN REQUEST AND APPROVAL FORM
(Vinyl Lettering Only)
Forward completed form to the Brenham Physical Plant (830-4161)

Name of Requestor: ______________________________   Requestor Phone: __________________
Department/Division: ___________________________ Date of Request: ________________________
Date Needed: _________________________________

(NOTE: Due to cost of labor and materials, only signs that will be used on a continuing or repeated basis will be made with vinyl lettering.)

TEXT TO GO ON SIGN:
_____________________________________________________________________________
_____________________________________________________________________________
Permanent: ____________ or Temporary: ______________
Letter Height: ____________
Sign Size: ____________ (height) ____________ (width)

Total Signs _____ Double Sided
Wire sign holders _____ Grommets

Signage Material:
_____ Corrugated plastic (white stocked, other colors require special order)
_____ Reflective metal/aluminum street signs (white only)
_____ Banner fabric (white only) Height to 38 inches, any width

Standard door/office signs (gray plastic)
_____ 4x13 inches
_____ 4x9 inches
_____ 1x4 inches
_____ 6x6 inches

NOTE: Signs with Braille text are made with New Hermes signage machine

Material Color: (blue, white, red or black – other colors require special order): _______________________
Other (please describe): ____________________________

Approval: _____________________________________ _____________________________________
Vice President, Division Sr. VP Finance/Administrative Services
(FOR PERMANENTLY ATTACHED SIGNAGE TO BUILDING OR VEHICLE)

***PLEASE ALLOW A GRACE PERIOD OF TEN (10) TO FOURTEEN (14) WORKING DAYS IN ADVANCE OR YOU MAY HAVE TO OUTSOURCE YOUR SIGNAGE.

Draw a sketch of proposed sign below showing desired placement of text: (Use back if needed)