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# SIGN SHOP WORK ORDER

(Chairman, please complete the following. This will help the sign shop to prepare your order correctly and enable us to contact you with questions.)

Chairman: \_\_\_\_\_ Area #: \_\_\_\_\_ Date: \_\_\_\_\_

Activity: \_\_\_\_\_ Best weekday Phone #: \_\_\_\_\_

Number of Signs needed: \_\_\_\_\_ How will this sign be displayed? \_\_\_\_\_

Sign Location(s): \_\_\_\_\_

**(SKETCH SIGN WORDING AND LAYOUT BELOW)**

**Size** | 6" X 12" | 6" X 40" | 12" X 16" | 12" X 24" | 16" X 24" | 16" X 48" |

**Options:** | 24" X 24" | 24" X 36" | 24" X 48" | 24" X 96" | 48" X 48" | 48" X 96" |

Please circle the requested size

**THIS SIGN WILL BE VIEWED FROM HOW MANY FEET / YARDS AWAY?**

Sign Shop provides wires and grommets for sign – stakes, tie-wraps and sand bags can be provided by maintenance with a request. You must fill your own sand bags.

Requests for wooden frames, built to spec MUST be requested through maintenance. Sign placement is your responsibility unless you request special assistance and help is available. Sandbags are available in the Tool Crib, you must fill them yourselves. After-event sign storage is your responsibility and kept in your trailer or building. The sign shop has limited space for sign storage. **Please clean your signs before storing them. Please dispose of all badly damaged signs or wires, please do not bring these items back to the sign shop. CHECK DEADLINE BEFORE REQUESTING SIGNS: MARCH 4, 2023 3:00 P.M. – This includes email requests.**

Approved for Processing: \_\_\_\_\_ Completed: \_\_\_\_\_