

Municipal Building Commission Sign Request Form

Please type or print the information requested below and return to the MBC in Room 105, City Hall and Courthouse building. Questions may be directed to the MBC at 612-596-9512. Accounting information must be provided prior to the work being completed. Thank you!

Contact Name: _____ **Phone No:** _____

Department: _____ **Room No:** _____

Today's Date: _____ **Date Needed:** _____

Authorizing Signature: _____

Acct. Contact Name: _____ **Acct. Phone No:** _____

Coding String: Fund _____ Department _____ Account _____

MBC Use Only

Date work completed: _____ Total for all signage: _____

Work completed by: _____

Name Plates (Specialty Signs on Page 2)

Indicate quantity, size, color and holder type needed. List requests for specialty signs on page two of this form.

Name Plate Size and Quantity:

- _____ 1" X 8" \$4.00 each
- _____ 1" X 10" \$4.50 each
- _____ 2" X 10" \$5.40 each
- _____ 2" X 10", 2 Line \$6.40 each

Name Plate Color: (Sign/Lettering)

- Burgundy/Pewter
- Walnut/White
- Burnt Orange/White
- Brown/White
- Bronze/Black
- Other: _____ / _____

Desk Holder Size and Quantity:

- _____ 2" X 10" \$5.00 each

Wall Holder Size and Quantity:

- _____ 1" X 8" \$3.20 each
- _____ 1" X 10" \$3.30 each
- _____ 2" X 10" \$3.55 each

Holder Color:

- Gold
- Bronze
- Silver

Name to be written on the sign (please make sure all spelling is correct):

Specialty Signs

Indicate size, quantity, color and holder type needed.

Sign Size: ____" X ____"

Quantity: ____

Color (Sign/Lettering): _____

Holder Size: ____" X ____"

Quantity: ____

Type: Desk Wall

Type or clearly print exact wording to be written on the sign, the sign shop will center (please make sure all spelling is correct):

Note: The sign shop will contact you for any clarification and pricing, if not shown.