

**Municipal Building Commission
Sign Request Form**

Please fill in 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 or contact the Sign and Paint Shop directly at 612-596-9527. Please include coding string information. Thank you!

Contact Name: **Phone No:**

Department: **Room No:**

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

Coding String: **Department:** **Account:**

Authorizing Signature: **Today's Date:** **Date Needed:**

MBC Use Only

Date work completed: **Total for all signage:**

Work completed by:

Name Plates: (Specialty Sign on Page 2)

Indicate quantity, size, color, and holder type needed. List requests for specialty signs on Page 2.

Name Plate Size and Quantity:

<input type="text"/>	1" X 10"	\$6.15
<input type="text"/>	2" X 8"	\$6.15
<input type="text"/>	2" X 9.25" (w/ vinyl)	\$7.40
<input type="text"/>	2" X 10"	\$7.40
<input type="text"/>	2" X 10", 2 Line	\$8.60
<input type="text"/>	8" X 8"	\$16.40
<input type="text"/>	8" X 8" w/ braille	\$24.20
<input type="text"/>	9" X 9"	\$19.70
<input type="text"/>	9" X 9" w/ braille	\$27.50

Name Plate Color: (Sign/Lettering)

- ☐ Burgundy/Pewter
☐ Walnut/White
☐ Brown/White
☐ Black/Bronze
☐ Other: /

Desk Holder Size and Quantity:

<input type="text"/>	2" X 10"	\$6.15
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Wall Holder Size and Quantity:

<input type="text"/>	1" X 10"	\$4.30
<input type="text"/>	2" X 10"	\$4.60
<input type="text"/>	8" X 8"	\$16.40
<input type="text"/>	9" X 9"	\$19.70

Holder Color:

- ☐ Gold
☐ Bronze

Window Vinyl Lettering & Install:

- ☐ Specialty \$30.00

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

- **Additional Notes or special instructions:**