



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.



Newport-Mesa Unified School District Sign Request Form

Sketch Area

Please sketch or attach photo of pre-existing or new sign.

Specify Orientation:

☐

Portrait

☐

Landscape

A large, empty rectangular box with a thick black border, intended for the user to sketch or attach a photo of the sign they are requesting.

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.