

Type of Sign:	Office Sign		Room Sig	jn	Cubicle Sign	
	Hallway Department Hanging Sign		Cubicle Section Sign		Number Needed	
	Elevator Lobby Sign		Lobby Dir	ectory Strip		
REQUESTED BY	<u>:</u>		DATE OF	REQUEST:_		
DEPARTMENT:						
FLOOR:	OFFIC	CE #:	PHONE:_			
Sign Information:	Occupant Name:					
	Title:					
	Suite or Cubicle #:					
	Division/Branch/Unit Nam	ie:				
	Room Name:					
	Directory Strip (English):					
	Directory Strip (Spanish):					
	Help, I need the Spanish Trans	<mark>ation</mark>				
FUNDING LINE:						
TONDING EINE.	FUND AREA	ORGN.	PROG.	OBJECT	Proj # Phase Sub	
APPROVAL BY D	IVISION HEAD:					
PRINT		SIGN			DATE	
APPROVAL BY C	OFFICE OF THE SUPERINTENI	DENT: <i>(Appr</i>	roval needed fo	or department	name changes only)	
				•	3	
PRINT		SIGN			DATE	
	FO	R OFFICE USE	ONLY			
DATE RECEIVED		TIME REC				
DATE SUBMITTE	:D:	TIME SUBMITTED:				
DATE BILLED:		ΔΜΟΙ ΙΝΙ	T BILLED:	\$		

Signage Specifications and Costs

1. Office Sign

- 13" length x 4" high
- Engraved sign inserted into pre-fabricated frame
- Dark mint green (PMS 443) material with white letters. Font style is "Flute".
- Grey frames and double stick tape for install
- The price is \$30.00



2. <u>Hallway Department Hanging Sign</u>

- 24" length x 16" high
- Double sided
- Digital print mounted on 1/4" thick Sintra
- Colors: Dark mint green (PMS 443) background, dark blue (PMS 2945U) upper boarder, black (P(PMS 5U2X) side boarder, white letters. Font style is "Flute".
- The price is \$85.00



3. <u>Elevator Lobby Sign</u>

- 26" length x 22" high
- Single sided
- Digital print mounted on 1/4" thick Sintra
- Colors: Dark mint green (PMS 443) background, dark blue (PMS 2945U) upper boarder, black (PMS 5U2X) side boarder, white letters. Font style is "Flute".
- The price is \$65.00



333 S. Beaudry Avenue, 2nd Floor, Los Angeles, CA 90017 Phone: 213-241-1320 |Email: OfficeoftheBuilding@lausd.net

4. Room Sign

- 6" length x 3" high
- Engraved sign inserted into pre-fabricated frame
- Dark mint green (PMS 443) material with white letters. Font style is "Flute".
- Grey frames and double stick tape for install
- The price is \$20.00



Note the LAUSD Sign shop does not have the equipment to add Braille. Special ordering will be required where Braille is needed.

5. Cubicle Sign

- 6" length x 3" high
- Fonts: see below description for fonts and use the template available from the Office of the Building.
- The color is the automatic default color; black on white paper only.
- The price is \$20.00



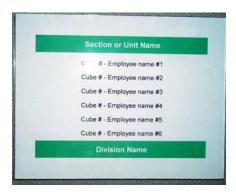
The following are the specifications for the paper insert for a Cubicle Sign. The Cubicle Sign must have the floor, cubicle number and the occupant's name.

Room number font (floor and cube #): Georgia, Bold – 60 point.

Name font: Georgia, Bold – 36 point.

6. <u>Cubicle Section Sign</u>

- 8.5" length x 11" high
- Fonts: Use the template from the Office of the Building.
- The color is the automatic default color; black on white paper only. Use the template from the Office of the Building.
- The price is \$12.84 per holder.





The Cubicle Section Sign will have in the following order; the section or unit name, cubicle number, occupant's name and the division name. Please note that the template to be used for creating the Cubicle Section Sign is available from the Office of the Building.

7. <u>Directional Signage</u>

Signs are to locate elevators, stairwells and restrooms and are to be installed and paid for by Building Management. If any such signs are damaged or missing, contact the Office of the Building on the 2^{nd} floor.

8. <u>LAUSD First Floor Lobby Directory</u>

Each directory entry requires two strips – one each for English and Spanish. Extra long names may require 2 strips each – a total of 4. The cost is \$12 per strip or slightly more depending on the number of letters.

** Note: All sign prices are subject to change **

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