**Chapman University**

**Facilities Management**

**Paper Insert Signage Request Form**

Requestor Name: Phone Ext.:

Department Name: Dept. #:

Building Name: Account #:

Room Number/Location:

**Type** below what you want printed for the paper insert sign(s) you are requesting. If you need more space, add a typed sheet of paper to this paper insert signage request form indicating what you want printed on each sign(s). Include the room number and building name for sign inserts so that Facilities will know where to install the sign(s).

## To submit the Paper Insert Signage Request Form:

1.) Scan your completed and fully authorized request form.

2.) Attach and email the fully authorized form to Facilities Management at facmgt@chapman.edu.

3.) The email subject line and body of email should reference that you are requesting a paper insert sign.

*Paper Insert Signage requests must be typed; handwritten requests will not be processed. If a paper insert sign must be "remade" due to requesting department errors there will be a minimum $35 charge to cover the additional cost to redo the paper insert sign.*

**NOTE: Facilities Management provides paper insert signage requests ONLY.**

**Signage Types Processed Through Campus Planning Space Enhancement Requests are:**

* Vinyl Signs
* Directory Updates
* Holder for Paper Insert Sign (Wall or Cubicle)
* Other

**You can submit a Campus Planning Enhancement Request by selecting the following link:**

<https://www.chapman.edu/campus-services/campus-planning/space-enhancement/space-enhancement-request.aspx>

Authorization Signatures:

Department Dean/Director:

Director, Donor Relations:

*(Use only for signage referring to donors.)*

Facilities Management: