

# EXTERIOR SIGN ORDER FORM

Please e-mail completed form to [charles.biada@yale.edu](mailto:charles.biada@yale.edu).

*The Yale sign committee, which reviews all requests for exterior signs, meets once every 4–6 weeks.*

*Fabrication and installation of approved signs can require an additional 4–12 weeks depending on sign type.*

BUILDING/ADDRESS FOR WHICH SIGN IS REQUESTED \_\_\_\_\_

\_\_\_\_\_

PROPOSED SIGN MESSAGE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROPOSED LOCATION

*Please be specific in regard to regulatory (e.g., No Smoking) and instructional (e.g., Ring bell for entry) signs.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTER'S NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_

DATE \_\_\_\_\_