



Facilities Operations & Maintenance Interior Sign Request

Requestor:		Phone:	Fax:
Department:		E-mail:	
Billing Account:	Department #:	Fund #:	Class: 52070
Approval: (Department Head)			Date:
Building where new signage will be installed			

Type and Color Selection information can be found on the Facilities web page: <http://facilities.sc.edu/facilities-interior-sign-types-sizes-colors.shtml>
 If USC standard signage has been installed in your building, *all additional signage must match.*
 For non-standard signage and all signage-related questions, please contact **Katie Dixon** at 803-777-3501

No. Of Signs	Need Insert?	Need Frame?	Install? Yes/No	Room #	Information on Sign	Sign Type	Lettering / Background Color

Comments or other details we should know about your sign order (please also include any information that may not have fit in the fields above, here):

Fax or e-mail this form to the Facilities Customer Service & Call Center
743 Greene Street, Columbia, SC 29208
 Tel: 803-777-9675 | Fax: 803-777-7334 | E-mail: FMCNotify@fmc.sc.edu