SIGNAGE ORDER FORM
PLEASE ORDER ONLY ONE SIGN PER FORM

Ordered by: ____________________________ Dept: __________________________
email: ______________________________

Phone: ______________________________ Index: __________________________

Type of Sign Requested: 
- Room Number plate
- Name/title plate for building wall
- Nameplate for cubicle wall
- Deskplate

Location of Requested Sign

Campus:
- Teachers College Academic
- Teachers College Residential
- Interchurch

Building:
- Arthur Zankel Hall
- Russell hall
- Grace-Dodge Hall
- Macy Hall
- Horace-Mann Hall
- Thompson Hall
- Thorndike Hall
- Whittier Hall
- 1220 Amsterdam Ave
- Lowell Hall
- Emerson Hall
- Seth Low Hall
- Bancroft Hall
- Grant Hall
- Sarasota Hall
- New Residence Hall

Office or Room number: ____________

Exact Text of Requested Sign: (PRINT CLEARLY)

Additional Fields:
FOR ALL ORDERS: Is the office inside a suite that may be locked during business hours? Y/N
FOR ALL WALLPLATES (including cubicles):
- What is the department plate color? BLACK/BLUE/GREEN/SILVER/MAROON
- Is there a plate currently on the wall other than the room number plate? Y/N
- IF YES: What size is it? (inches, height x width)
  - 1.5” x 9”
  - 3” x 9”
  - 4.5” x 9”
  - 6” x 9”
  - 7.5” x 9”
  - 9” x 9”
- Other (please list): ____________________________________________
- Is the wall a SMOOTH surface (i.e. drywall) or ROUGH (i.e. painted cement block)

Please fill out this form completely and email it to Kathleen Cunningham (kmc2202@tc.columbia.edu)

Please note that any incomplete or incorrect forms will delay sign production.
Nameplate orders are completed in the order they are received.