



ORDERING INSTRUCTIONS

- Provide All Company and Contact Information
- Indicate if Job is “New” or “Repeat”
- Original Artwork must be sent as an .ai .cdr or .eps file
- Include all Information below **1 - 14**
- Include detailed drawing of each sign type 



Sign Type A - Restroom - Series 100
 8 x 8" 1/8" Modified Acrylic - 1/4" Radius Corners
 Sapphire Background - White Lettering (Helvetica)
 ADA / Raster Braille Double Faced Tape
 All Restroom Accessible (Wheelchair Symbol)

<EXAMPLE>

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|-----------|---|----------------------|
| 1 | Quantity: Indicate the number of signs needed for each sign type. | 16 |
| 2 | Series: Specify Sign Series. | Series 100 |
| 3 | Size: Provide exact size of sign. (height x length x thickness) | 8 x 8 x 1/8" |
| 4 | Description: Provide a brief description of sign and materials. | ADA Restroom |
| 5 | Colors: Indicate Background and Letter Colors. | White on Black (106) |
| 6 | Sign Text: Provide exact sign message. | RESTROOM |
| 7 | Mounting: Indicate how sign is to be mounted. | Screw Holes |
| 8 | Corners: Indicate corner type. | 1/4" Radius |
| 9 | Alignment: Indicate desired alignment of text (provide layout). | Center |
| 10 | Font / Symbol: Provide Letter Font and any Symbol needed. | 3/4" Helvetica |
| 11 | Graphic Option: Indicate How the Sign is to be made Graphically. | A - ADA/Braille |
| 12 | Frame Option: Provide Frame Option and Color. | Black Plastic |
| 13 | Special Instruction: Provide any additional information that applies. | Ship 3-Day Air |
| 14 | Indicate if Restroom Signs are Wheelchair Accessible or not.  | All Accessible |