

Marketing & Public Relations Department
VINYL SIGN REQUEST FORM

Email this completed form and the text for the sign to Graphics:
Lauren Murphy (lmurphy@jeffco.edu) or Sarah Lafser (slafser@jeffco.edu)
Minimum 2 weeks notice required. Cost is \$10 per sign.

Fund	Org	Account	Program	Activity

Name: _____

Date: _____ **Ext:** _____

Quantity: _____ **Date Needed by:** _____

Size:

☐ 18" x 24" *(Recommended for yard signs)*

☐ 24" x 24"

☐ 24" x 36" *(Note: stakes cannot be used for this size)*

☐ Single-sided

☐ Double-sided

Stakes:

☐ Yes

☐ No

Total Cost: _____

Proof will be sent before vinyl is cut.
Quantity or design may require outsourcing. Graphics will notify you.