



SIGN REQUEST FOR San Mateo County Parks Sign Shop

Agency/Department Name: _____

Date: _____

General Description of Sign(s) Requested:

Check which option applies:

- Reprint from a previous order
- New sign

Requested: _____ Suggested Measurements (W x H in inches): _____

Suggested Text/Description (i.e. rounded corners, etc): _____

*If you have a picture or drawing of sign, please attach to the email.

Suggested Letter Size (If Applicable): _____ Approximate Date Needed: _____

- Printed on reflective material

Suggested Backing Material (Metal, Plastic, Banner, Poster Board, Sticker): _____

- Check if you would like to receive a draft of request prior to printing

Email address: _____

Requested by: _____ Contact Telephone #: _____

Billing Address: _____ Mailing Address: *Check if same as Billing:*

PONY #:

Approved (Park Superintendent): _____ Date Approved: _____

Below is for Sign Shop Use Only:

Materials:

Shop Hours:

Total Sign Request Cost: