

Office Signage Request Form

To request a new insert for Office Signs, please print, complete, and submit this form to Fox Hills. Submissions can be left in the Purchasing Office.

Please print clearly, and follow instructions in	n the template.	
Request Date	Date Needed	
Requested By	Department	
Contact Phone		Example #1 Simple departmental sign. No additional information is listed.
DEPARTMENT NAME (<i>Optional</i>) This box is for use if you	our department has more than one office space. See Example #3	ACADEMIC MENTORING
DEPARTMENT NAME OR OFFICE NAME (<i>Required</i>)	Enter Department name here if insert is for main Dept. Office. See Example #1	
NAME, TITLE (Optional)		Example # 2 Some offices may have more
ADDITIONAL INFO (Optional) Individual's department	, or title. See Example #2 or #3	than one department in a space. Contact information is optional.
OFFICE HOURS (Optional)		INTERDISCIPLINARY STUDIES ARTISTS, COMMUNITY AND TEACHING
NAME, TITLE (Optional)		Michele Jaquis Assistant Professor & Director Office Hours: Twinday - Thurnday, 10-6 Ricardo Estrada
ADDITIONAL INFO (Optional) Individual's department	, or title. See Example #2 and #3	Program Assistant Office Hours: Monday – Friday, 9-2
OFFICE HOURS (Optional)		Example #3 Some Departments may have additional offices within their areas. Contact Information is
NAME, TITLE (Optional)		Optional Fine Arts
ADDITIONAL INFO (Optional) Individual's department	, or title. See Example #2 and #3	FACULTY OFFICE Linda Burnham, Professor Painting Office Hours: Monday 11–12. Tuesday 11–12.30
OFFICE HOURS (Optional)		Soo Kim, Adjunct Professor Interim Director of Photography Larry Johnson, Professor Photography Office Hours: Thurday 4-7