



Otis College of Art and Design  
9045 Lincoln Boulevard, Los Angeles, California 90045  
Telephone 310 665 6800 Website [www.otis.edu](http://www.otis.edu)

## 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 the template.

Request Date

Date Needed

Requested By

Department

Contact Phone

### Example #1

Simple departmental sign.  
No additional information  
is listed.

DEPARTMENT NAME *(Optional)* This box is for use if your department has more than one office space. See Example #3

DEPARTMENT NAME OR OFFICE NAME *(Required)* Enter Department name here if insert is for main Dept. Office. See Example #1

NAME, TITLE *(Optional)*

ADDITIONAL INFO *(Optional)* Individual's department, or title. See Example #2 or #3

OFFICE HOURS *(Optional)*

NAME, TITLE *(Optional)*

ADDITIONAL INFO *(Optional)* Individual's department, or title. See Example #2 and #3

OFFICE HOURS *(Optional)*

NAME, TITLE *(Optional)*

ADDITIONAL INFO *(Optional)* Individual's department, or title. See Example #2 and #3

OFFICE HOURS *(Optional)*



### Example #2

Some offices may have more  
than one department in a  
space. Contact information is  
optional.



### Example #3

Some Departments may have  
additional offices within their  
areas. Contact Information is  
Optional

