

Outdoor Sign Order Worksheet

Number of signs: _____

Side: Single Double

Thickness: .040 .063 .080

Height: _____ inches or feet

Width: _____ inches or feet

Background Color: _____ Non-reflective Reflective

Text specifications: Font: _____ Size: _____ Color: _____

Non-reflective Reflective

Corners: Square Rounded, size: _____

Border: Required Not required

Coating (Ultra-violet/Anti-graffiti protection): Yes No

Mounting Holes required: Yes No

if yes, where: middle top and bottom (to affix to pole)

four corners (to affix to wall or fence)

other, explain: _____

if yes, hole size: 0.125" (1/8") 0.25" (1/4") 0.375" (3/8")

other: _____

Graphics (including logos): _____

Digital Files Camera-ready

Text (what your sign says): _____

**Please complete
the entire form**



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Quote Request

Name: _____ Date: _____ Purchase Order: _____
 Company: _____ Email: _____
 Street: _____ Phone Number: _____ Fax Number: _____
 City: _____ Zip Code: _____

Bill to (Check here __ if same as above.)	Name: _____
Street: _____	Email: _____
City: _____ Zip Code: _____	Phone Number: _____ Fax Number: _____

Ship to (Same as top address __ Bill to __ above.)
 Name: _____
 Street: _____ Email: _____
 City: _____ Zip Code: _____ Phone Number: _____ Fax Number: _____

Item Code	Description	Size/Color	Line Price	Qty	Line Total

See attached Worksheet for order details.

By signing below, I am certifying that I am an authorized purchasing agent for the above named company.

Authorized Signature: _____

Subtotal	
Sales Tax 8.6%	
Freight	
Total	

**Please sign completed Quote Request and fax to 602-272-1007
 or email to sales @aci.az.gov**