Pennsylvania
Department of General Services

Sign Shop Request Form

STD -10 Rev. 04/2025
Department of General Services
Bureau of Publications
717/704–1029

Requested Deadline	**Requestor Information**
Date: _____	Requestor's Name: _____
Time: _____	Department: _____
Do not deliver before: _____	Bureau /Office: _____
	Room #: _____ Building #: _____
	Street Address: _____
	City, State, Zip: _____
Artwork Contact (if different than requestor): _____	Email Address: _____
	Phone Number: _____

Document Information

Description and Special Instructions: (Include Document Number, If applicable)	Artwork*: * If design is needed, please complete an *STD-7, Document Design & Layout Request Form*. ☐ Hard Copy ☐ Native Art File Type- _____ ☐ PDF Only, No Native Art File Available
	Reprint of Previous Order - Order # _____ (If known)
	☐ Exact Reprint ☐ Reprint with Changes** ** If document has major changes, please complete an *STD-7, Document Design & Layout Request Form*.
Quantity Needed: _____	☐ Meeting Is Requested Prior to Start of Production

Product Type	**Printing Material Options (check all that apply)**	
☐ Building Directory	☐ Photo Paper	☐ Corroplast
☐ Building Signage	☐ Gloss	☐ Aluminum
☐ Banner	☐ Vinyl (Gloss Adhesive)	☐ White
☐ Display Panel	☐ Acrylic	☐ Other _____
☐ Display - Table Top	☐ Foam Board	☐ Plastic - Color _____
☐ Large Format Print	☐ Styrene	☐ Vinyl Banner
☐ Name Plate+	☐ 0.2 ☐ 0.3 ☐ 0.4	☐ White (Matte)
☐ Parking Sign	☐ Ultraboard	☐ Other _____
☐ Other _____	☐ Sintra	

+ Email Excel or Word document containing list of names along with this form when requesting name plates for multiple users.

Size & Use Requirements	**Other Options (check all that apply)**	
Size: _____	☐ Brass Grommets	☐ Name Plate Holders
☐ The supplied file is sized for the appropriate output size listed above.	☐ Cubicle Clips for Holding Name Plates/Signage	Type:
	☐ Holes - Indicate Location _____	☐ Acrylic Base ☐ Desk
	☐ Mounting Instructions	☐ Self-Standing ☐ Wall
Use:	☐ Magnet ☐ Tape (Double-Sided Tape)	Color:
☐ Indoor ☐ Outdoor	☐ Velcro ☐ Other _____	☐ Brass ☐ Silver
		☐ Black ☐ Other _____