

Assigned to: \_\_\_\_\_ Date Logged In: \_\_\_\_\_ Completed: \_\_\_\_\_ WO# \_\_\_\_\_

# DCA Marketing

## BANNER – SIGN – Order Form

### REQUIRED: 21 WORKING DAYS

Name of Event/Program/Job	Facility	Date Submitted	Date Needed	
Contact Person	Alternate Contact		Phone	
Est. Attendance	Est. Expenses	Est. Revenue	Mgr. Initials	Div. Chf Initials

Street Banner (30' x 4', one size only w/metal hooks) for 41st Division Drive must first be coordinated with DEH at 7-4713. Form DA 4283 (Engineer Work Request) which is available at DEH, must be submitted with this work order. Two or three lines maximum for readability. Write message below.

one-sided       two-sided      Dates desired for banner to hang: \_\_\_\_\_

Banner for fence (20' x 4', one size only w/ grommets) Two or three lines maximum. Write message below.

Dates desired for banner to hang: \_\_\_\_\_  
 Quantity: \_\_\_\_\_  
 Vinyl letters, color(s): \_\_\_\_\_

Indoor/Outdoor Lightweight Banner: (incl. Grommets). Any size up to 6' x 15'. Two or three lines maximum. Write message below.

Size: W \_\_\_\_\_ H \_\_\_\_\_  
 Quantity: \_\_\_\_\_  
 Vinyl letters, color(s): \_\_\_\_\_

Signs: Write message below:

Size: W \_\_\_\_\_ H \_\_\_\_\_  
 Quantity: \_\_\_\_\_  
 Coreplast/Sintra: \_\_\_\_\_ Color(s): \_\_\_\_\_  
 Vinyl letters, color(s): \_\_\_\_\_

Logo     One color     Full color

Vinyl Letters    Write message below.

Size: W \_\_\_\_\_ H \_\_\_\_\_  
 Quantity: \_\_\_\_\_  
 Color(s): \_\_\_\_\_

Messages:

Date called and name of pickup person:	By	Production Hours	Cost (from back) \$
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Received and approved by: \_\_\_\_\_ Date: \_\_\_\_\_