

# Signage Request Form

This form does not include Room Identification Signage, please refer to the "Order Room ID Signage" order form on the PHC Connect intranet site under the Business Services tab

Nov '08

## Step 1 Your Signage Request Details

Date of Request

◆ Copy/Text Requested:

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◆ Location (e.g. wall mounted to left of door, over door room 000, suspended in front of dept. - refer to examples on page 2 of this form):

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◆ Size/Dimensions (inches or centimeters): \_\_\_\_\_

◆ Quantity (do you require more than one): \_\_\_\_\_ ◆ Date Required: \_\_\_\_\_

◆ Details: \_\_\_\_\_

◆ Sketching Area (not useable in Web format)

## Step 2 Your Contact Information

Requested By

Phone #

Fax #

E-mail

Building

PHC Site

Department

Room / Floor Location

Approved By (Site Leader or Administrative Dept. Head)

Additional Comments: \_\_\_\_\_

## Step 3 Confirming Your Request

- Cornerstone Signage will contact client within 48 hours of receipt of e-mail or fax of request form
- If not contacted by Cornerstone after 48 hour period, please call 604-320-0072 to follow up on order confirmation

## Step 4 Processing Your Request

**SUBMIT**

This feature only available in Acrobat Reader 8 and up visit [www.adobe.com](http://www.adobe.com) for free download

Cost Centre # \_\_\_\_\_

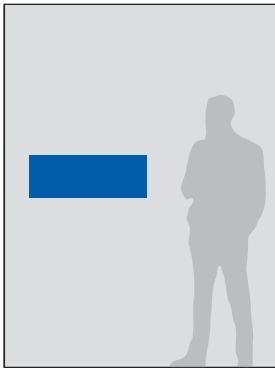
- Order will not be processed without a Cost Centre #
- A site check with signage requester may be required to confirm signage details  
Cornerstone will then provide a quote and time allotment with any additional details
- Cornerstone will email an Adobe Acrobat PDF document proof of the requested signage
- Signage Committee, Communications and/or Site Leader approval may be required before a custom order can proceed.

## Sign Content Examples

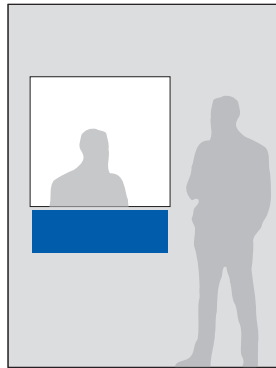
Hours of operation	Smoke-Free
Reception/station	Allergin, cell-phone and other site specific warnings
Department header	Bed numbering
Visitor/patient instructions and/or information	Floor lines/graphic icons
Directional	Defining cart/equipment storage areas
Authorized personnel/security warnings	Elevator directories
Waiting area	

## Sign Location Examples

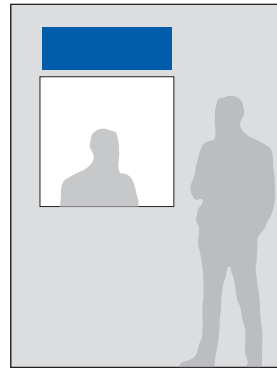
- Sign size will vary depending on style, location and client requirements



mounted on wall



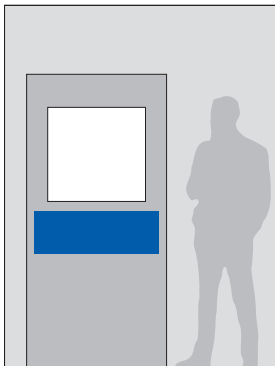
mounted below counter or opening



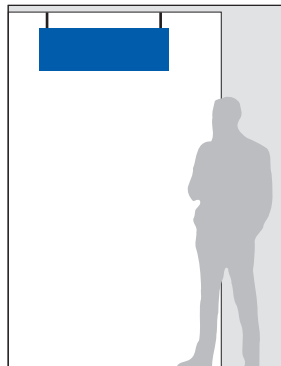
mounted above counter or opening



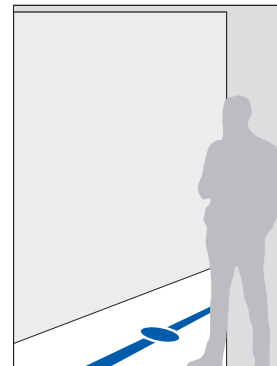
mounted above door



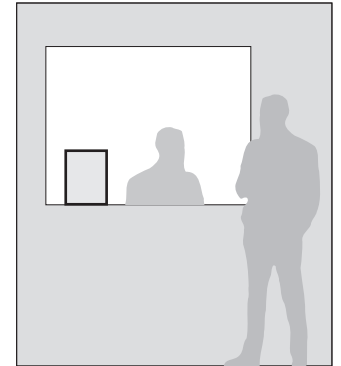
mounted on door



suspended



floor line & icon



self-standing counter sign with 8.5" x 11" insert(s)  
wall mounted option available

## Cornerstone Contact Information

**p** 604-320-0072  
**f** 604-320-0082  
**e** [cornerstone\\_signage@telus.net](mailto:cornerstone_signage@telus.net)