

# SIGN ORDER FORM

PASARROYO  
Pasadena, CA 91101  
626.792.5161

Please TYPE or CLEARLY PRINT the appropriate information to be displayed on your signs

**1. Identify your building:**  Check One

201 S. Lake Ave.

225 S. Lake Ave.

251 S. Lake Ave.

283 S. Lake Ave.

**2. These signs are ordered for suite number**

**3. Suite Door Sign**

Upper & lower case letters except in the case of an acronym. No more than 24 characters per line, including punctuation marks & spaces. No company typestyles or logos. No more than six lines of copy.

The wording you would like on your suite sign:

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**4. Floor Directory Insert**

Upper & lower case letters except in the case of an acronym. No more than 35 characters per listing, including punctuation marks & spaces. No company typestyles or logos. No more than one listing per tenant.

The wording you would like on your directory listing:

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**5. Exterior Monument Listing**

Upper case letters ONLY will be displayed in the absence of a company logo or typestyle.

The wording you would like on your monument insert:

\*If you are emailing us a logo, please fill this section out as "ARTWORK EMAILED"

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**6. Your Name:** \_\_\_\_\_

Phone No.: \_\_\_\_\_

**7. Please e-mail this completed order form to the building management or fax to 626.792.9542**

For Ordering Assistance,  
Please Call Our Designated Supplier:

**Rick Batt**

714.641.0064 FX 714.641.0065

rick.batt@sign-specialists.com

**PROPERTY MANAGEMENT USE ONLY:**

Is a complete new suite sign needed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is a new suite number needed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is a new accent bar needed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO



**Sign Specialists**

Corporation

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Throughout Southern California