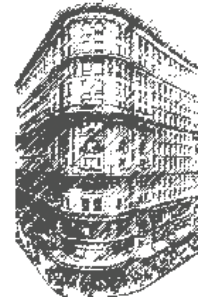


FLOOD BUILDING

REQUEST FOR DOOR LETTERING



Date _____

Company/Contact Name _____

Phone Number _____ Door Number(s) _____

If necessary, please indicate lettering to be removed exactly as it appears and specify door number(s).

(There is a \$20.00 minimum removal charge if you fail to notify us.)

If there is lettering that will remain on the door, does additional lettering go above _____ or below _____ existing lettering?

Please measure existing capital letter height. _____

Indicate below EXACTLY what you would like on your door.
Print letters in UPPER CASE, lower case or a Combination of Both Cases as they should appear on the suite door.

Indicate whether lines will be centered or have a left margin.
CIRCLE ONE:

Centered

Left Margin

Standard letter height is 1 ¼ inches for Capital letters. Please specify exact size if you would like letters to be smaller than 1 ¼ inches. Doors hold a maximum of 24 characters and blanks per line.

The cost for each door:

\$71.18 for 1 to 4 lines / \$82.60 for 5 to 8 lines

For repair to existing building standard lettering the cost will be \$35.59 for up to 6 characters

(All prices already include 8.5% CA sales tax)

Any **special logo artwork** will require an additional minimum charge of \$45.00 and must include a computer file that is compatible with Technical Graphics' printing system (you can contact Andy directly at 279-9088 about specific requirements). Any incompatible files will be rejected and the standard building font will be used instead.

PLEASE MAKE CHECKS PAYABLE TO TECHNICAL GRAPHICS.
Attach check payment to completed form and return to the building management office so that we can schedule installation.