

Name Plate Guidelines



*The image color is not an accurate representation

- 5 lines per name plate
- 25 characters per line (including punctuation marks and spaces)
- Due to ADA Restrictions, email address, office hours, phone numbers, logos, images, etc., cannot be added
- Any changes after the signs are made will incur new charges

Format Guidelines

LINE 1: Name, credentials if any
LINE 2: Title (optional)
LINE 3: Department (optional)
LINE 4: (blank)
LINE 5: (blank)

(OR)

LINE 1: Office or common area name
LINE 2: Department (optional)
LINE 3: (blank)
LINE 4: (blank)
LINE 5: (blank)

Examples

