

REQUISITION FOR ENGRAVING

3555 River Road – Printing Office
 Phone: 225-578-2017 • Fax: 225-578-2807
 Email: printing@lsu.edu • www.lsu.edu/pas

Instructions:

- Please type or print all information.
- To expedite your order, please complete all the information below. Where there is a check box, please check the box to the front of your selection. You may also visit our website at www.lsu.edu/pas and order your business cards online.
- No request may be processed without a valid budget code number or cash payment.

Contact Name	Department Name	Incoming Date	Due Date
Day Phone	Budget Code/Cash	Pick up or Deliver	
Cell/Evening Phone	Authorization Name for use of Budget Code	Delivery Address	
Fax	Email	Billing Address	

Letter Style Font Sample	GO Goudy	ME Meta	TR Times New Roman	TRB Times New Roman Bold	AR Arial
	ARB Arial Black	FBO Frutiger Bold	FB Frutiger Black	CS Comic Sans	GH Goudy Handtooled

Nametags [LSU Goudy or Meta only]

Quantity	Size	Colors	Letter Style

Plastic Desk or Wall Plates

Quantity	Size	Colors	Letter Style

Holder

Color

Wood Plaques [Up to 10 lines]

Quantity	Size	Colors	Letter Style

Engraving Sheet

Colors

Border

Check here if ordering state engraving sheet type. The border is understood to be the color of the lettering unless specified.

Plastic Signs

Quantity	Size	Colors	Letter Style

Special Instructions

Engraving Text