

REQUEST FOR DOOR TITLE CARDS AND HOLDERS

INSTRUCTIONS AND INFORMATION

1. Submit this form to the address shown below. Include necessary signature of person authorized to approve such requests.
2. Standard door title cards are black on white card stock.
3. Additional information may be obtained by calling 443-2001.

TO: Administrative Operations Service Space Management Branch Parklawn Bldg. Room 5B-41	FROM: (Organization, Room, Bldg., Telephone)	DATE OF REQUEST
		DATE REQUIRED

CARD HOLDER REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	CARD HOLDER REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO
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TITLE CARD LETTERING: (Indicate in the panels below the EXACT LETTERING desired for each card requested. Use a separate panel for each card requiring separate lettering. The number of letters per line for the standard office door title card is 30 letters, including all periods, commas, and spaces. The number of lines for the standard office door title card is limited to six with 1/4 letters, in addition to room number and major organization.)

ROOM NO.	ORGANIZATION
1	LETTERING

ROOM NO.	ORGANIZATION
5	LETTERING

ROOM NO.	ORGANIZATION
2	LETTERING

ROOM NO.	ORGANIZATION
6	LETTERING

ROOM NO.	ORGANIZATION
3	LETTERING

ROOM NO.	ORGANIZATION
7	LETTERING

ROOM NO.	ORGANIZATION
4	LETTERING

ROOM NO.	ORGANIZATION
8	LETTERING

SPECIAL INSTRUCTIONS OR REMARKS:

APPROPRIATION NO.	C.A.N. NUMBER	SIGNATURE AND TITLE OF APPROVING AGENCY OFFICIAL
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