

Templates for Office Signs

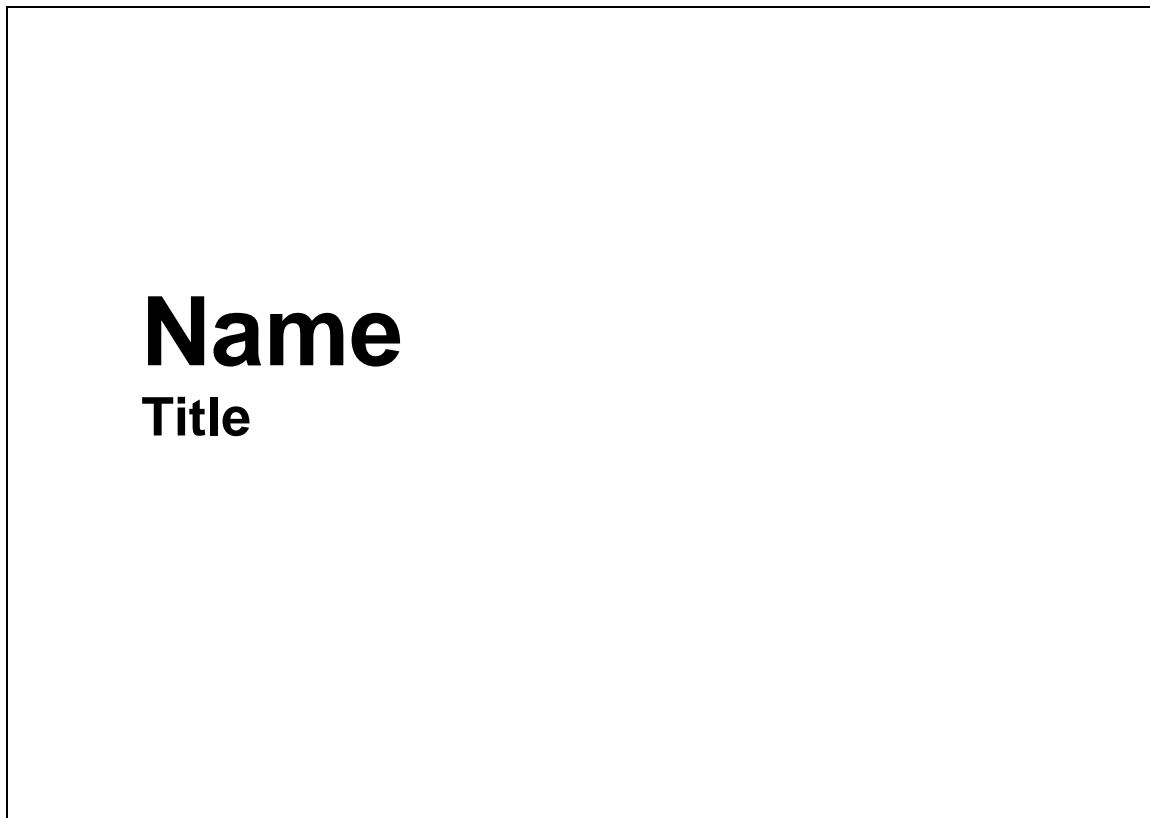
Directions:

- 1) Select the template that best suits your office from the attached **five templates**.
- 2) Add your information by selecting a line and then typing in your info (example – select “Name” (to remove it) and then type in your name. The result should read: John Jones, not NAME: John Jones).
- 3) When printing – select “print current page” only, otherwise all 5 pages will print. Please use white paper.
- 4) Cut along inside of border & insert into nameplate hanger outside your door.

Tip: If you need to remove an existing paper sign from the holder and are having difficulties, here’s a tip that might help: Slide a “Post it” note part way (sticky side down) between glass and paper. Push on the “glass” to make the “Post it” note adhere to the paper. Pull the “Post it” note out and the paper will come along with it.

Fonts used: Arial Bold, Size 36 pt for Names and 20 pt for Title & Department

Academic & Classified Staff: Name, Title & Department (Single Occupant):



Name
Title

Faculty: Name, Title, Department & Office Hours (Single occupant)

Name

Title

Department

Office Hours:

MWF: 8am – 9am

TR: 1pm – 3pm

Faculty: Name, Title, Department, Office Hours & Class Schedule (Single Office)

Name

Title

Department

Office Hours:

MWF: 8am – 9am

TR: 1pm – 3pm

Class Schedule:

Class Name	Lab or Lec	MWF	Time
Class Name	Lab or Lec	MWF	Time
Class Name	Lab or Lec	MWF	Time
Class Name	Lab or Lec	MWF	Time
Class Name	Lab or Lec	MWF	Time

Faculty (Multiple Occupants):
<List Names Alphabetically>

Name

Title - Department

Name

Title - Department

Name

Title - Department

Shared Office – Classified Staff:
<List Names Alphabetically>

**Name of Office or
Department**

Name
Name
Name
Name
Name