

DATE / /

ADDRESS AND NAME(S):

☐ INSTALLATION

☐ MAINTENANCE

☐ REMOVAL

(NUMBER)

(N-E-S-W) (STREET NUMBER OR NAME)

(CITY)

(ZIP)

OTHER PROPERTY IDENTIFICATION:

(BUILDING NAME, ADJACENT PROPERTIES, DESIGNATE CORNER, ETC.)

(LISTING NO.)

(MAP PAGE/GRID)
= SIGN DEPT. USE =

HEADING

ADDITIONAL
INFORMATION HERE

Contact:
Agents Name
Agents Name

Norris & Stevens

INVESTMENT REAL ESTATE SERVICES

503-223-3171

norris-stevens.com

SAMPLE 8'x4' (VERT.) LAYOUT

***QUANTITY OF SIGNS:**

SIZE: ☐ 4'x4' ☐ 8'x4'(Vert) ☐ 4'x8'(Horz)

☐ Special Order (Must include copy of APPROVED layout)

***HEADING:** ☐ FOR SALE ☐ FOR LEASE ☐ AVAILABLE

***ADDITIONAL INFO:** (PLEASE REMEMBER BRIEF COPY WORKS BEST)

***NAME(S) TO APPEAR ON SIGN(S) (IN ORDER):**

1. _____

2. _____

DIRECTIONS FOR PLACING OR REMOVING SIGN(S)

MAKE DIAGRAM AND ATTACH MARKED
BROCHURE AND/OR PLAT MAP TO
INDICATE DESIRED SIGN LOCATION.

SIGN CONFIGURATION: (Circle)



(1 SIGN)



(2 SIGNS)



(2 SIGNS)

☐ Ground Post

☐ Skids (Ground / Roof)

Access Needed?

Yes No

☐ Roof Hanger

Access Needed?

Yes No

☐ Wall Mounts

Permission to Drill?

Yes No

☐ Other: _____

ORDER MUST BE COMPLETE BEFORE PROCESSING

Requested By:

(LEGIBLE SIGNATURE OF ORDERING SALESPERSON)

Date

Office

APPROVED BY:

(LEGIBLE SIGNATURE OF ORDERING MANAGER)

Date

SIGN DEPT. USE ONLY

RECEIVED: _____

INSTALLED: _____

MAINT.: _____

REMOVED: _____

INVOICED: _____