



Office Sign Insert Order

Please complete this order form and submit it via e-mail to Brian Lombardo at blombardo@manchestercc.edu.

Instructions: The first insert on the sign is for individual's name and should include only first and last name. Do not include titles, suffixes, middle names or middle initials.
Exception: If an individual uses his/her first name initial and middle name professionally, this information can be listed on the name insert.

The second insert on the sign is intended to describe the individual's function. Teaching faculty are defined by discipline (such as English) and not by title (such as Professor).

SIGN INFORMATION

Name *(first and last name, no degrees or initials)*

Building Name

Office Number

Department/Discipline *(37 character maximum)*

* Non-teaching staff: if an individual's office is located within a suite, the second line will contain their functional title. Individuals in single offices will generally have their department name on the second line.

REQUIRED

New Hire Yes No

If yes, date of employment

Office Move Yes No

If yes, new office number

Move Date

Name of Requester

Date