**Please scan or email this COMPLETED request to Audra Ballenger:** **ABallenger@big-cedar.com** *This form is for NEW PROJECTS only. Please DO NOT use this form for a signage request.*

**All information on your request from MUST be filled out** **before it will be reviewed.** Please allow 4 weeks for the completion of your project from time of approval. You will be notified by Marketing if we anticipate your project taking longer than 4 weeks.

**The information below must be filled in:**

**Date:
Requested By:
PROJECT NAME:**

* **Requested Due Date:**
* **Type of Vehicle (shuttle, truck, van, etc):**

**ALL fields are required and will need to be included for your request to be processed. If not needed, please specify “none”.**

**Driver Door:
Overall Width x Height
Medallion Height
Qty**

**Passenger Door:
Overall Width x Height
Medallion Height
Qty**

**Side Panel (if different sizes are needed for left and right side panels, please specify):
Overall Width x Height
Medallion Height
Qty**

**Back Door:
Overall Width x Height
Medallion Height
Qty**

**Vehicle # (size will be our standard 5.5” wide x 2” tall unless specified otherwise):
Number
Qty**

**USDOT # (will be 2” tall, #2334530 unless specified otherwise):
Qty**

* **Account # for Billing:**
* **Departmental Director Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_