

# BROKERAGE SIGN ORDER FORM

Please complete and email to [sales@LehnerSigns.com](mailto:sales@LehnerSigns.com)  
Incomplete forms cannot be processed.



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1. DATE REQUESTED:
  2. REQUISITIONED BY:
  3. CONTACT NUMBERS:
  4. PROPERTY ADDRESS (include maps if no address number exists):
  
  5. CITY:            ZIP:
  6. PROPERTY PARCEL #:
  7. PROPERTY ZONING REGULATED BY:
  8. NEAREST INTERSECTION:
  9. PROPERTY DESCRIPTION:

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10. SIGN SIZE (circle applicable size):  
 4'x8' -  3'x 6' -  4'x 4' -  2'x 4' - Other:

11. SPECIFIC TEXT:  
12. AGENT NAME(S) LISTED ON SIGNS:  
13. RIDER TEXT (if applicable):

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14. INSTALL TYPE:  
 Removal  
 Wall-mounted -  V-shaped -  Double-sided -  Single-sided  
Other:

15. SIGN PLACEMENT INSTRUCTIONS (include maps or drawings when possible):

16. GROUND CONDITIONS (for ground installs):  
 Earth -  Blacktop -  Concrete - Other:

**All orders that require digging will be run through OUPS prior to installation.  
Site must be accessible for marking.**

17. IF THERE ARE EXISTING BROKERAGE OR CONSTRUCTION SIGNS ON THE PROPERTY, WHAT IF ANYTHING SHOULD BE DONE WITH THEM? (Please Note: Providing instructions here serves to authorize Lehner Signs to do said work and thus incur responsibility for costs incurred, if any. If no instructions are provided, nothing will be done with the existing signs.)

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18. Prior to commencing, E-mail a layout for approval to (please enter email you want layout sent):

19. Authorized Signature if required:

**Lehnersigns**

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Columbus, Ohio

43219-2315

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