



# Hang Tag Order Form

Date of form submission \_\_\_\_\_

## Required Hang Tag Information

Hang tags are available to administrators at the director level and above.

Please fill out and print order form. Scan the form and email it to [julia\\_rhodes@fitnyc.edu](mailto:julia_rhodes@fitnyc.edu). If you need to send a hard copy via interoffice mail, please note it will add several days to your order. Save a copy for your records. If the hang tags are not received within three weeks of your final approval, contact Julia in Communications and External Relations at 7.4706. *Please note hang tags will not be processed until the final proof has been approved and received by Communications and External Relations.*

Name \_\_\_\_\_

Title \_\_\_\_\_

Primary department \_\_\_\_\_

Department phone \_\_\_\_\_ Voicemail (optional) \_\_\_\_\_

Fax \_\_\_\_\_ Room number (optional) \_\_\_\_\_

Email \_\_\_\_\_

- Check here if you are located at 236 W. 27 Street.
- Check here if you are located at 210 W. 27 Street.
- Check here if you are located at 406 W. 31 Street.

I do     do not want the text "Attached is some material that may interest you."

## Proof Review Information

You will receive an email and with a pdf proof and you are responsible for approval on all information. Please indicate to whom you would like the proof emailed:

Name \_\_\_\_\_

Email \_\_\_\_\_

Room \_\_\_\_\_

## Budget Approval Information

Voucher Number \_\_\_\_\_