**Office Name Plate and Other Building Printed Signage Template**

**How to use this template**

**Step 1**

If you don’t have UBC’s institutional font – Whitney – already installed on your computer, please click [here](https://brand.ubc.ca/font-request-form/). Complete the request form and **choose “ Whitney fonts — Desktop use” only**. To install: [PC](https://support.microsoft.com/en-us/office/add-a-font-b7c5f17c-4426-4b53-967f-455339c564c1), [Mac](https://support.apple.com/en-ca/guide/font-book/fntbk1000/mac#:~:text=Install%20fonts,in%20the%20dialog%20that%20appears.).

**Step 2**

The next four pages are templates for office name plates. The last page is a template for other printed building signage, including offices that have a letter-sized Plexiglas sign holder.

Enter your details for *First Name*, *Last Name*, and *Title(s)*. Enter *Portfolio/Unit* details if applicable. To ensure you have adequate space, include only UBC Pharm Sci details. Do not include other affiliations or appointments.

**Do not include credentials, and do not alter the typeface:**

* *First Name*, *Last Name*: Whitney Semibold, 21
* Spacer, 5-point font size
* *Title(s)*, *Portfolio/Unit*: Whitney Book, 12
* UBC Blue colour for all text (the colour has already been applied)

**Note:** Single Occupancy name plates will accommodate name, title, and portfolio/unit details. Double Occupancy name plates will accommodate name and title details. Triple and Quadruple Occupancy name plates accommodate name details only.

**Step 3**

Print in colour on regular paper. For office name plates, cut along the outer grey lines. If you have any questions regarding printing please contact Carolyn Rogers at carolyn.rogers@ubc.ca.

This template will be updated accordingly to accommodate any signage changes implemented by the Office of Operations and Facilities Management. If you have any questions email pharmsci.communications@ubc.ca.

 

**Tessa Smith**

Research Coordinator

Office of Research

 

**First Name Last Name**

Title(s)

Portfolio/Unit (if applicable)

**Single Occupancy**

*Sample*

**Tessa Smith**

Research Coordinator

**Terry Smith**

Research Coordinator

 

 

**First Name Last Name**

Title(s)

**First Name Last Name**

Title(s)

*Sample*

**Double Occupancy**

 

**Tessa Smith**

**Terry Smith**

**Tasha Smith**

 

**First Name Last Name**

**First Name Last Name**

**First Name Last Name**

*Sample*

**Triple Occupancy**

*Sample*

 

**First Name Last Name**

**First Name Last Name**

**First Name Last Name**

**First Name Last Name**

 

**Tessa Smith**

**Terry Smith**

**Tasha Smith**

**Terrence Smith**

**Quadruple Occupancy**



**First Name Last Name**

Title(s)

Portfolio/Unit if applicable

**First Name Last Name**

Title(s)

Portfolio/Unit if applicable

**First Name Last Name**

Title(s)

Portfolio/Unit if applicable

**First Name Last Name**

Title(s)

Portfolio/Unit if applicable