

# Office signs catalogue

Issue 4



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## Further information



A well designed, confident and consistent visual identity is highly effective in communicating the strengths of our organisation. It is essential that Transport for London (TfL) maintains a high standard of co-ordinated design in every aspect of our operations.

This catalogue has been created to support the strategy allowing staff via their Facility Coordinator to identify and order name plates and door signs.

In each section there is a 'where to' fit the ordered sign. It is important to follow these instructions to sustain consistency across all TfL buildings.

# 1 Ordering office signs



## Ordering signs

If you require a new or replacement office sign, please do the following:

- 1 Select the sign that you require from the following pages
- 2 Inform your department's Facility Coordinator of the sign that you require (only the Facility Coordinator is to contact Facilities)
- 3 The Facility Coordinator will then place an order with their building manager. The building manger for each TfL building can be found on SOURCE (Help and Guidance/Buildings - click on 'Our Buildings')

## Note

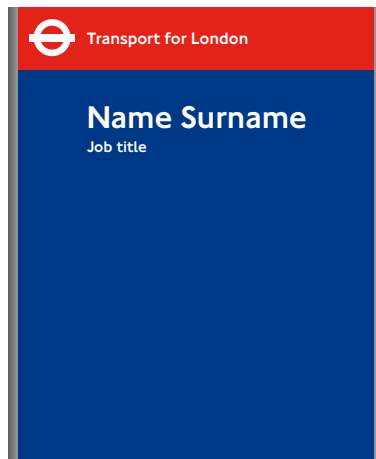
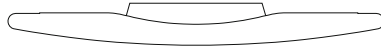
The prices on the following pages are based on current material costs and are subject to the sight of final design/requirements. They include delivery to one London address, but exclude authors corrections and VAT.

## 2 Door signs

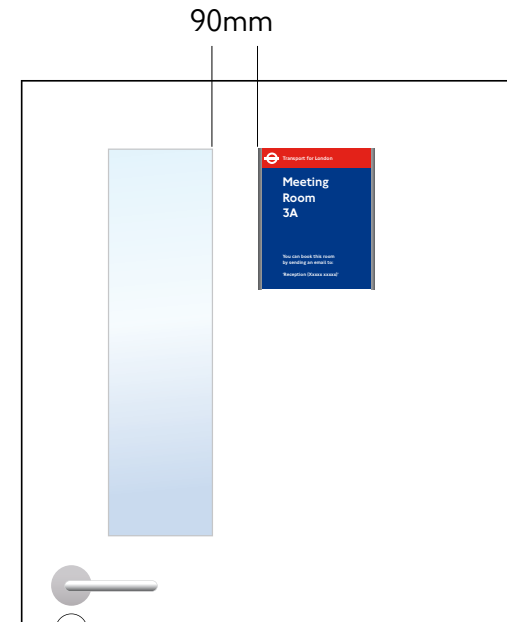
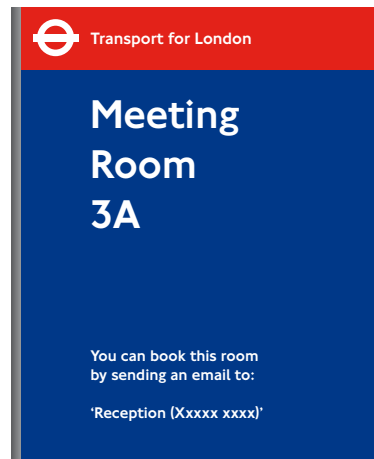
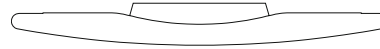
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IA



IB



### Door sign – name and job title

Size: 120 x 150mm

#### Curved frame and insert

1 sign @ £57.90

10 signs @ £216.78

20 signs @ £393.30

#### Replacement inserts

Each sign @ £4.00

### Door sign – meeting room

Size: 120 x 150mm

#### Curved frame and insert

1 sign @ £57.90

10 signs @ £216.78

20 signs @ £393.30

#### Replacement inserts

Each sign @ £4.00

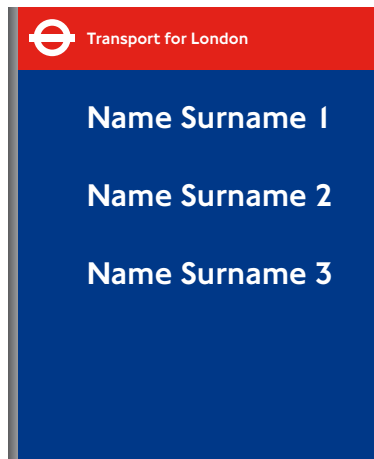
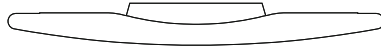
### Door sign positioning

Please align the door sign to the top of the internal window and 90 mm to the right, as shown above.

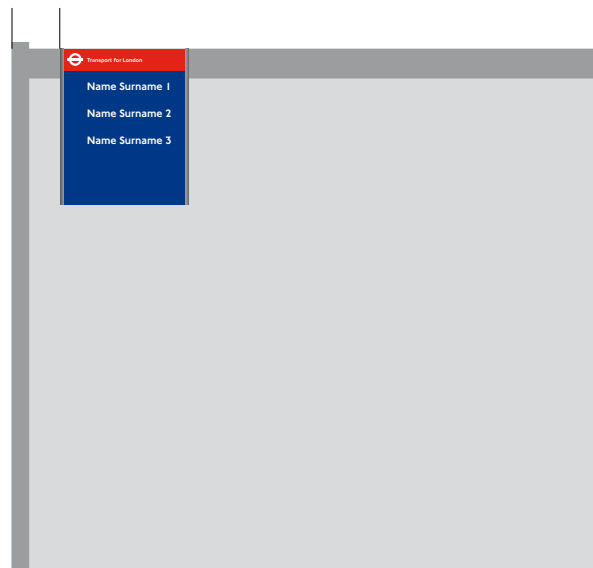
Where there is no window align the door sign fix the sign in a similar position or align with neighbouring details.

### 3 Name signs

2A



50mm



#### Name sign without job title (4 names maximum)

Size: 120 x 150mm

#### Curved frame and insert

- 1 sign @ £57.90
- 10 signs @ £216.78
- 20 signs @ £393.30

#### Replacement inserts

- Each sign @ £4.00

#### Name sign positioning

Please align the name sign to the top of the partition and 50 mm to the right (or left depending on what suits best), as shown above.

## 4 Hanging signs (supplied with magnetic ceiling hooks and hanging wires)

3A

Department

3B

Department →

3C

Department  
Needing 2 Lines

3A Hanging sign standard  
Size: 600 x 72mm

Printed text on foamex board

1 sign	@	£56.50
10 signs	@	£303.00
20 signs	@	£513.00

3B Hanging sign directional  
Size: 600 x 72mm

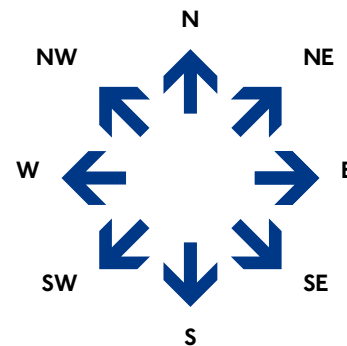
Printed text on foamex board

1 sign	@	£56.50
10 signs	@	£303.00
20 signs	@	£513.00

3C 2 line hanging sign directional  
Size: 600 x 120mm

Printed text on foamex board

1 sign	@	£62.50
10 signs	@	£360.00
20 signs	@	£610.00



With hanging signs please state whether text is to be printed on one face or two. Also, please state which direction the arrow is to be pointing on the directional signs.

## For further information:

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These standards intend to outline basic principles and therefore cannot cover every application or eventuality.

In case of difficulty or doubt as to the correctness in the application of these standards, please contact TfL Corporate Design.  
Telephone: **020 7126 4462**  
Internal extension: **64462**  
Email: **corporatedesign@tfl.gov.uk**

All TfL corporate design standards are available from the TfL internet site.  
**[tfl.gov.uk/corporatedesign](http://tfl.gov.uk/corporatedesign)**

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