



# Tenant Guide for DCAS-Managed Buildings

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| <b>Guideline:</b> | Signage  |
| <b>Objective:</b> | This guideline establishes: (1) signage request process, (2) signage costs, and (3) DCAS payment process |
| <b>Intent:</b>    | Streamline the ordering and payment processing for signage   |

Tenant Agencies may order signage from DCAS using the “Signage Order Form” attached to this guideline as Appendix A.

1. Tenant Agencies are to complete the form and email to [FMsignshop@dcas.nyc.gov](mailto:FMsignshop@dcas.nyc.gov).
2. The sign shop will review the request and reply within 2 days with an approximate pickup date.

Approximate order times:

Small orders (<5 signs) → 5 to 10 business days

Large orders (>5 signs) → 7 to 14 business days

3. Signs must be picked up at 1 Centre Street, 15<sup>th</sup> floor, 10007.
4. DCAS will bill biannually pursuant to the signage rates in Appendix B: Price Sheet for Signs.
5. Tenant Agencies to remit payment to DCAS via intracity mod using the following information:

Intra-city revenue structure:

Agency 856

Budget Code 3293

Revenue Source 00595

Object Code 40X

(November 2025)

**Signage Order Form**

**Your Information**

Name (First and Last) \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Building Number \_\_\_\_\_  
 Street \_\_\_\_\_  
 Floor & Room Number \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Phone # and Extension \_\_\_\_\_  
 Fax # \_\_\_\_\_

Please use page two to let us know the requested design for each sign and the custom size if purchased.

Custom Signage falls into size categories.

*Example: A custom 12"x 9" sign falls under the 12" X 12" category.*

**Standard Signage**

**2" X 10" Name Plates**

**Unit Price**

\$17.00

**Qty**

**Total**

**9" X 7" Bathroom Sign**

\$18.00

**14" X 6" Door Plates**

\$23.00

**8.5" X 11" Standard Notice**

\$26.00

**24" X 20" Directional**

\$129.00

**Custom Signage**

Custom Signage Falls into the below categories

10" X 10"

\$30.00

12" X 12"

\$35.00

17" X 10"

\$67.00

20" X 10"

\$76.00

15" X 15"

\$52.00

20" X 20"

\$108.00

14" X 24"

\$133.00

36" X 24"

\$161.00

**Grand Total**

**Comments & Details**

The purchasing agency acknowledges and agrees to transfer funding to DCAS for the full amount for signage and services rendered.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# Appendix B: Price Sheet for Signs

## Signage Cost

| Sign Sizes             | Acrylic Sheet Cost | # Units Per Sheet | Est. Production Time Per Unit / Min | Cost of Labor (\$46.50/Hr OT Rate) | Charging Per Square Foot* | Tape/Nameplates Fee (Direct Cost) | Material Waste Fee | Wear & Tear Fee | Total Cost Per Unit** |
|------------------------|--------------------|-------------------|-------------------------------------|------------------------------------|---------------------------|-----------------------------------|--------------------|-----------------|-----------------------|
| <b>Name Plate</b>      | \$60               | 57                | 5                                   | \$3.88                             | \$8.64                    | \$4.00                            | 0.25%              | 0.25%           | \$17.00               |
| 2 X 10                 |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 20 Sq In               |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| <b>Bathroom</b>        | \$60               | 18                | 10                                  | \$7.75                             | \$8.64                    | \$1.75                            | 0.25%              | 0.25%           | \$18.00               |
| 9 X 7                  |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 63 Sq In               |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| <b>Door Plates</b>     | \$60               | 13                | 15                                  | \$11.63                            | \$8.64                    | \$2.25                            | 0.25%              | 0.25%           | \$23.00               |
| 14 X 6                 |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 84 Sq In               |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| <b>Standard Notice</b> | \$60               | 12                | 20                                  | \$15.50                            | \$8.64                    | \$2.25                            | 0.25%              | 0.25%           | \$26.00               |
| 8.5 x 11               |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 93.5 Sq Inches         |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 10 X 10                | \$60               | 11                | 25                                  | \$19.38                            | \$8.64                    | \$2.25                            | 0.25%              | 0.25%           | \$30.00               |
| 100 Sq In              |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 12 X 12                | \$60               | 8                 | 30                                  | \$23.25                            | \$8.64                    | \$3.00                            | 0.25%              | 0.25%           | \$35.00               |
| 144 Sq In              |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 17 X 10                | \$60               | 6                 | 60                                  | \$46.50                            | \$17.28                   | \$3.25                            | 0.25%              | 0.25%           | \$67.00               |
| 170 Sq In              |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 20 X 10                | \$60               | 5                 | 70                                  | \$54.25                            | \$17.28                   | \$4.00                            | 0.25%              | 0.25%           | \$76.00               |
| 200 Sq In              |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 15 X 15                | \$60               | 5                 | 40                                  | \$31.00                            | \$17.28                   | \$4.00                            | 0.25%              | 0.25%           | \$52.00               |
| 225 Sq In              |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 20 X 20                | \$60               | 2                 | 100                                 | \$77.50                            | \$25.92                   | \$5.00                            | 0.25%              | 0.25%           | \$108.00              |
| 400 Sq                 |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| <b>Directional</b>     | \$60               | 2                 | 115                                 | \$89.13                            | \$34.56                   | \$5.50                            | 0.25%              | 0.25%           | \$129.00              |
| 24 x 20                |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 480 Sq In              |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 14 X 24                | \$60               | 2                 | 120                                 | \$93.00                            | \$34.56                   | \$5.50                            | 0.25%              | 0.25%           | \$133.00              |
| 576 Sq In              |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |
| 36 X 24                | \$60               | 1                 | 130                                 | \$100.75                           | \$51.84                   | \$8.00                            | 0.25%              | 0.25%           | \$161.00              |
| 864 Sq In              |                    |                   |                                     |                                    |                           |                                   |                    |                 |                       |

Labor: OT Rate = \$46.50 / 60 min = \$0.78

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| <b>*Signs are a by the Square Foot</b> | <b>\$8.64</b> |
| Signs under 1 Sq Ft are 8.64 Ea        |               |
| Signs under 2 Sq Ft are 17.28 Ea       |               |
| Signs Under 3 Sq Ft are 25.92 Ea       |               |
| Signs Under 4 Sq Ft are 34.56 Ea       |               |
| Signs Under 5 Sq Ft are 43.20 Ea       |               |
| Signs Under 6 Sq Ft are 51.84 Ea       |               |

Nameplates are \$4 Direct Cost  
 1 Inch Wide Tape = \$.07 per Inch Direct Cost  
 Tape Calculation: Width X Height - 4 = Price Per Sign  
 (- 4 accounts for the 4 inches of overlap for tape)

**\*\*Final Prices are Rounded**