



Carl's Reader Board Request Form

Organization Name:

Name of Individual Completing Form:

Organization Address:

Phone Number:

Email:

Purpose of Request: _____

Date(s) of Request:

The duration of messages on the reader board shall not exceed more than **five (5)** days.

From: _____

To: _____

Request Information Wording:

The reader board contains **four (4)** available text line rows. Each row is capable of **18** characters, note that each space between a word also utilizes a character space.

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

This request form must be completed and received at least 14 days in advance for evaluation and fair consideration. Return this form in person to Gale Benning or via email at galeb@carlsbuildingsupply.com

Please Note: Carl's Building Supply provides community reader board messages as a free service, and we do our best to meet the application requests. Due to the volume of these requests, we apologize if your time preferences may not be available. Other than for use by Carl's, the reader board shall be offered to the requests of promoting local non-profit events, awards, recognitions and other messages as approved by Carl's Building Supply. We retain the right to prioritize and change postings at any time. We reserve the right to refuse any request or any portion of a message for any reason.

Date _____

Acknowledged X _____