

SIGNS & BANNERS CATALOG

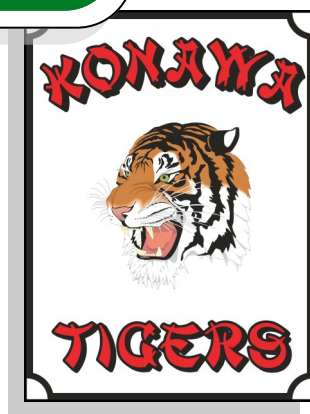
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Oklahoma Department of Corrections

OCI
OKLAHOMA CORRECTIONAL INDUSTRIES

The Program That Works For Oklahoma

OKLAHOMA CORRECTIONAL INDUSTRIES

General Information

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How To Order:

Quick and Easy...isn't that what we all want when trying to place an order for a product? With these goals in mind, OCI has established a fully staffed Customer Service Department to handle your order. We offer several ways for placing your orders:

Via U.S. Mail:

Oklahoma Correctional Industries
3402 N Martin L. King Ave.
Oklahoma City, OK 73111

Via Telephone:

Customer Service: 405 964-7200
Toll Free: 800-522-3565

Via Fax:

Customer Service 405-964-7222

Via E-Mail:

okoci@doc.ok.gov

Delivery Inquiries:

After you place your order, it is processed by our Customer Service Department and immediately forwarded to the appropriate factory for production and to schedule shipping. While we try to maintain adequate stock levels on standard products, many factories do have production and delivery lead times. Anticipated delivery dates can be requested at the time your order is placed; however, please remember this is only an estimate. All orders are filled on a “first-in, first-out basis.” If you need to inquire about the status of an order, please call our Customer Service Department toll-free at 1-800-522-3565. We also request that all delivery inquiries be made to our Customer Service Department. This allows us to maintain a record of your inquiry and ensures that the promised delivery date is met, or that you are notified if it is changed.

Invoices:

All OCI products are invoiced after delivery. Although every effort is made to deliver your order complete, we will partial invoice if it becomes necessary to backorder a portion of your order. Additionally, OCI invoices are initially processed from the manufacturing locations, therefore, you may receive more than one invoice against the same purchase order if your products were manufactured at separate locations. You will receive a monthly statement regarding your account. This statement reflects all outstanding invoiced products as of the end of the previous month. Statements may not reflect payments received during the first few days of the current month. If you have a question concerning a statement, receipt of an invoice, or a billing amount on an invoice, please contact our Finance Department directly at (405) 425-7532.

The Signs Catalog contains a complete listing of all our signs. This catalog is distributed on a limited basis but is available upon your request. It contains products that are available but some of the descriptions may change slightly due to stock availability. A current price for these items is found on the OCI website at www.ocisales.com Note: prices are subject to change. Photos of the decals, name plates, engraved plaques, banners and custom signs are examples only.