

Sign Project Preparation Checklist

Before design, pricing and installation

BUSINESS NAME

ADDRESS / SUITE

SITE CONTACT / PHONE

TARGET INSTALLATION DATE

BRING WHAT YOU HAVE

- ☐ Wide street and parking-lot views, plus photos of the proposed sign area taken from ground level.
- ☐ Photos of existing signs, the mounting area and any visible wall damage or surface issues.
- ☐ Any known dimensions, clearly labeled as measured or approximate.
- ☐ Landlord sign criteria and any written landlord approval already received.
- ☐ Preferred sign type, message and whether illumination is needed.
- ☐ Vector logo files, brand colors and brand guidelines, if available.
- ☐ Property contact who can arrange wall, ceiling or electrical access.
- ☐ Existing power information, if known; a qualified electrician must verify suitability.
- ☐ Details about old sign removal, wall repairs or patching that may be needed.
- ☐ Access, lift, loading, parking or installation-hour restrictions.
- ☐ Budget range, target date and the person who gives final approval.

QUESTIONS TO CONFIRM

- Who handles landlord and city approvals, electrical work and any required engineering?
- Does the quote include removal, repairs, access equipment and installation?
- What must be verified or approved before fabrication and scheduling can begin?

These materials help start the conversation. Final dimensions, mounting conditions and power suitability require verification before the sign is fabricated or installed.

PROJECT NOTES

AlphaGraphics Brentwood

us450.alphagraphics.com

(615) 263-4444