

Sign Quoting Check List – Installing Signs and Digital Prints

Installing signs and digital printing is an area in the sign business that needs to be considered in virtually every stage of the sign process. The aim of this sign installation checklist is to make you aware of just some of the downsides and pitfalls that you may encounter during the sign installation. It's prudent to allow for these costs as they could minimise the profit on your sign project. We have provided this as a downloadable document to allow you to maximise the benefits to your sign or digital print company.

Design and Artwork and Administration Area

- In reviewing the sign specifications have you cross checked that you have allowed for all sign hardware, sign background panels and sign materials to complete the sign
- Have you allowed for logo/artwork design for the signage project
- Are you supplying artwork for the signs or digital prints
- Are you allowing for extra proofs for the sign project to have site approvals
- Is the sign clients supplied sign or digital print artwork, ready to print
- Is Council / City approval required for the signage project
- Is your Sign Company providing the necessary sign approvals, sign licencing etc.
- Have you requested a deposit to cover your downsides for this signage project
- What payment risks are there in regard to your signage customer
- Have you allowed for a mark up on all signage purchases
- Has your sign estimator allowed for specialty materials on the sign project

Signage Manufacturing Area

- What special preparation is required for the signage project
- Do you require specialised certificates to perform the signage or digital print job
- Is the sign or digital print job single or double sided
- Have specialised or high cost sign products been allowed for in the sign quote
- Are yields in the sheet / roll conversions reasonable to manufacture the signs / prints
- Have you allowed for a wastage percentage in the manufacture of the signs
- Is the allowance for the digital print adequate
- Have you allowed for laminating the signs or digital media

Sign and/or Digital Print Installation

- In the case of a motor vehicle or an area that needs cleaning prior to installation, has a cleaning charge been allowed
- Is your sign company responsible for the removal of the old signage from the building, motor vehicle or site prior to installing the new signs
- Are highly specialised sign installation skills required
- Is your sign company installing the project
- Have you considered how easy or difficult the sign project is going to be installed
- Do you have to remove the old signage
- If you're excavating to accommodate sign poles have checks been taken place to ensure underground services are clear before the signs are installed
- Have you included a rock excavation allowance in the event it's not soft soil during the sign installation
- Are you installing safety signs and barriers and have you allowed for this at the site
- Does the workplace have certain laws regarding safety, hours or other factors
- Is this signage project risky? If yes should you allow extra on the sign estimate
- Are material safety data sheets (MSDS) required for the onsite sign installs
- In the case of electric signs have you allowed for the cost of a licenced electrician
- Are you aware of all WHS regulations for this signage project
- Are your sign installers using any risky chemicals or sign adhesives
- Are flammable liquids being used during installation process, have you allowed for this risk
- Have you allowed for personnel protection equipment for your sign staff

- Are your labour hours allowance reasonable to complete this signage programme
- Are there unknown factors to ponder in regard to the site for the sign installation
- Is the sign fabrication of the signage simple or difficult to accomplish
- Have you allowed for sign frames
- Have you allowed for any special signage brackets
- Is site induction training required prior to installation of the signs or digital prints
- Is the site highly regulated, do you need to allow extra time to install the signs
- Is travelling to the sign site or the like, needed to be added to the sign quote
- Is the sign project to be completed in normal hours
- Has overtime been allowed if the sign installation runs over hours
- Have you checked you are quoting the right quantity of signs or digital prints
- Are roads or traffic operating in close proximity to the sign installation and do you have to allow for traffic control whilst installing the signs
- Do you need to allow pedestrian safety zones whilst installing the signs
- Is the work site safe and has adequate room and ventilation available whilst installing the signs or digital prints
- Is there enough power and access to power on the site to install the signs or digital prints
- Have you allowed for the delivery costs for the signs in a manner that the signs or digital prints will arrive to the client undamaged
- Have you briefed the sign installers to ensure they take photographs of the signs prior to leaving the site

The list above represents a good quality list from many years of sign manufacturing, however we don't suggest that it is all encompassing and recommend downloading this document and adding your own checkpoints to suit your own sign business.

We would love to keep building the quality of our list as we have offered ours to you copyright free, we would greatly enjoy seeing how you progressed our list so please feel free to email us with your personal sign installation checklist.

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