

Commercial Neon Sign Quote Prep Checklist

Use this checklist before requesting a commercial neon or LED neon-style sign estimate. Complete the sections below to clarify whether the project is product-only, installed, traditional glass neon, LED neon-style, repair, retrofit, storefront-facing, exterior-rated, or multi-location.

1. Project Basics

Field	Buyer Notes
Business name	
Property address	
Business type	☐ Retail ☐ Restaurant ☐ Office ☐ Clinic ☐ Salon ☐ Franchise ☐ Shopping center ☐ Other:
Number of locations	
Target timeline	
Main contact	

2. Sign Goal & Placement

Category	Selection / Preferences
Sign Placement	☐ Interior brand wall ☐ Window-facing storefront sign ☐ Exterior-rated sign
Atmosphere & Styling	☐ Restaurant or bar atmosphere ☐ Retail, salon, or display feature ☐ Repair, restoration, or retrofit

3. Design & Lighting Inputs

Design Area	Input / Specifications
Artwork Availability	☐ Phrase, logo, or artwork available ☐ No design yet (text only)
Brand Guidelines	☐ Logo files or brand guide available ☐ No brand guide
Preferred Lighting Color	
Approximate Sign Size	(Width x Height preference)
Viewing Distance	(Average path distance to sign)
Lighting Control Interest	☐ RGB color-changing ☐ Dimmer control ☐ Dynamic animations / controller

4. Scope & Technical Specifications

Scope Specification	Details / Requirements
Sign Technology	☐ Traditional hand-bent glass neon ☐ LED neon-style (silicone/acrylic)
Project Type	☐ Product-only (delivery only) ☐ Full on-site installation required
Backing & Mounting Type	☐ Contour cut acrylic backing ☐ Solid black backing ☐ Direct wall mounting ☐ Suspended / hanging wire mount ☐ Other:
Power Access Review	☐ Nearby standard electrical outlet ☐ Hardwire electrical connection required ☐ Power source location unknown
Regulatory & Property Rules	☐ Landlord or property signage criteria ☐ Local municipal permit review exposure

On-Site Photos to Gather

- ☐ Full wall, window, or storefront area
- ☐ Close view of mounting area & electrical outlets
- ☐ Nearby lighting and surrounding signage environment
- ☐ Existing sign photos (essential for repair or retrofit requests)
- ☐ Viewing path from sidewalk, lobby, bar, or retail floor

Quote & Site Notes

Public Note: This checklist is for planning only. It does not replace site-specific review, landlord review, permit review where required, electrical review, installation review, or a confirmed project quote. Final requirements depend on sign size, installation method, power supply access, landlord criteria, local zoning/permit requirements, and approved specifications.