

Commercial LED Sign Quote Prep Checklist

Use this before requesting a commercial LED sign estimate. Complete the sections below to clarify whether the project is product-only, hardware-only, installed, a retrofit, an indoor sign, an outdoor sign board, or a programmable display system.

1. Project Basics

Field	Buyer Notes
Business name	_____
Property address	_____
Business type	☐ Retail ☐ Restaurant ☐ Office ☐ Clinic ☐ Salon ☐ Franchise ☐ Other: _____
Number of locations	☐ Single site ☐ Multi-location (Count: _____)
Target timeline	☐ Immediate ☐ 30–60 days ☐ Planning stage

2. Sign Category

Category	Selection / Preferences
LED Sign Category	☐ Indoor LED/neon-style sign ☐ LED channel letters ☐ LED cabinet or lightbox ☐ LED blade sign ☐ LED retrofit or replacement

3. Site and Placement

Specification	Details
Use & Mounting	Environment: ☐ Indoor ☐ Outdoor Mounting surface: ☐ Wall ☐ Cabinet ☐ Blade ☐ Pole ☐ Monument Configuration: ☐ Single-sided ☐ Double-sided Approximate sign size: _____ Viewing distance: _____

4. Scope to Confirm

Scope Item	Confirmation Checklist
Commercial Scope Items	☐ Product-only, hardware-only, or installed ☐ Power coordination ☐ Permit or landlord review ☐ Software or training needs ☐ Structural review exposure

5. Photos to Gather

Photo Type	Checklist
Essential Site Photos	☐ Full storefront, property, or interior wall ☐ Proposed sign location and mounting surface ☐ Existing sign, cabinet, faces, or letters ☐ Access area for installation or service ☐ Viewing path from road, sidewalk, parking lot, or entrance

6. Quote Notes

Use this space to capture exclusions, assumptions, open questions, site conditions, and next steps:

Buyer Note: This resource is for planning only. It is not pricing, electrical, repair, installation, code, permit, software, structural, landlord approval, or material-performance advice. Confirm project requirements through site-specific review and approved specifications.