

Commercial Awning Sign Quote Prep Checklist

Use this public-facing worksheet to organize storefront details before requesting a commercial awning sign estimate. Best for restaurants, cafes, retail stores, offices, hotels, franchises, shopping center tenants, property managers, and multi-location brands.

1. Property and Business Details

Field	Notes to Prepare
Property Address	Full street address, suite number, city, state, and ZIP.
Business Type	☐ Restaurant ☐ Cafe ☐ Retail ☐ Office ☐ Hotel ☐ Franchise ☐ Healthcare ☐ Salon ☐ Other
Owned or Leased	☐ Owned ☐ Leased (confirm landlord/property manager criteria)
Primary Goal	☐ New storefront ☐ Rebrand ☐ Refresh ☐ Repair ☐ Replacement ☐ Opening ☐ Multi-location rollout
Desired Timeline	Target opening date, campaign date, tenant deadline, or flexible planning window.

2. Photos to Collect

Category	Photo Checklist
Storefront Views	☐ Full storefront from across the sidewalk or parking area. ☐ Close-up of the existing awning, if present. ☐ Side views showing projection and wall attachment area.
Surrounding Signage	☐ Photos of nearby window graphics, channel letters, cabinet signs, blade signs, or tenant sign bands.
Condition & Access Concerns	☐ Visible fading, loose material, torn fabric, old graphics, stains, wall damage, or mounting concerns. ☐ Sidewalk, patio, landscaping, parking lot, or access constraints near the awning area.

3. Awning Project Path & Specifications

Project Scope	Details
New Awning Sign	☐ New storefront, rebrand, restaurant opening, retail facade update, or franchise location.
Fabric Re-cover / Re-skin	☐ Existing frame may be usable, but fabric is faded, damaged, outdated, or off-brand.
Graphic Update	☐ Existing awning surface may still be usable, but name, logo, or message needs refresh.
Awning Repair	☐ Limited visible damage, loose material, faded graphics, or service issue.
Full Replacement	☐ Awning is damaged, incompatible, outdated, poorly mounted, or no longer serviceable.
Measurements & Details	Approx. storefront width: _____ Approx. awning width: _____ Approx. projection from wall: _____ Existing awning present: ☐ Yes ☐ No Existing frame condition: ☐ Usable ☐ Unknown ☐ May need review ☐ Damaged Old awning removal needed: ☐ Yes ☐ No ☐ Not sure Lighting preference: ☐ Non-illuminated ☐ External lighting ☐ Backlit/Illuminated ☐ Not sure
Graphics & Approvals	☐ Business name, logo, or tagline to appear on awning. ☐ Valance graphics, side-panel graphics, or full custom graphics. ☐ Landlord/property manager criteria or franchise standards available. ☐ Local permit or historic district considerations. ☐ Multi-location rollout count: _____

Public Disclaimer: This checklist is for estimate preparation only. It does not replace site-specific review, landlord review, permit review where required, material review, installation review, frame review, electrical review where required, structural review where required, or a confirmed project quote. Final awning sign requirements, pricing, approvals, timelines, materials, installation conditions, and maintenance needs depend on approved specifications and site conditions.