

Digital Signage Quote Prep Checklist

Prepare the information needed to discuss screens, content, software, installation conditions, support, and multi-location scope before requesting an estimate.

1. Project Basics

Checklist Category	Project Requirements / Options
Business type and property address	☐ Business type and property address
Primary use case	☐ Primary use case: menu, lobby, retail, internal, directory, outdoor, or network
Customer-facing or internal audience	☐ Customer-facing or internal audience
Target launch window, if known	☐ Target launch window, if known
Landlord or property criteria available	☐ Landlord or property criteria available

2. Screens and Placement

Checklist Category	Project Requirements / Options
Number of screens and locations	☐ Number of screens and locations
Indoor or outdoor placement	☐ Indoor or outdoor placement
Photos of proposed screen locations	☐ Photos of proposed screen locations
Approximate screen size and orientation	☐ Approximate screen size and orientation
Viewing distance, glare, height, and access notes	☐ Viewing distance, glare, height, and access notes

3. Software and Content

Checklist Category	Project Requirements / Options
CMS preference, if any	☐ CMS preference, if any
Media player preference, if any	☐ Media player preference, if any
Content types	☐ Content types: menus, promos, announcements, directories, dashboards
Who creates, approves, updates, and expires content	☐ Who creates, approves, updates, and expires content
Brand guidelines or sample layouts available	☐ Brand guidelines or sample layouts available

4. Installation, Power & Network

Checklist Category	Project Requirements / Options
Mounting surface and placement restrictions	☐ Mounting surface and placement restrictions
Power access notes, if known	☐ Power access notes, if known
Wi-Fi, Ethernet, IT, or remote access notes	☐ Wi-Fi, Ethernet, IT, or remote access notes
Permit review or site-specific review may be needed	☐ Permit review or site-specific review may be needed
No DIY wiring, unsafe mounting, or network bypassing	☐ No DIY wiring, unsafe mounting, or network bypassing

5. Support and Rollout

Checklist Category	Project Requirements / Options
Who monitors screens after launch	☐ Who monitors screens after launch
Who handles software, content, hardware, and network issues	☐ Who handles software, content, hardware, and network issues
Maintenance and replacement expectations	☐ Maintenance and replacement expectations
Multi-location standards or local exceptions	☐ Multi-location standards or local exceptions
SignTrax visibility needs, where applicable	☐ SignTrax visibility needs, where applicable

Buyer Notes

Use this space to capture special concerns, support expectations, content ownership, approval requirements, or multi-location details:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

Public-use note: This checklist is for buyer preparation only. It does not provide pricing guarantees, installation steps, electrical instructions, network configuration guidance, permit instructions, accessibility determinations, or ROI promises.