

Commercial Illuminated Sign Quote Prep Checklist

Prepare property, sign type, lighting, approval, access, and maintenance details before requesting an illuminated sign estimate.

1. Project Basics

Item	Buyer Check
Business or property name	☐ Included
Property address and proposed sign location	☐ Included
Business type and operating hours	☐ Included
Brand files, logo, colors, and sign standards	☐ Included
Target timeline or opening date	☐ Included
Existing sign photos if replacing or retrofitting	☐ Included

2. Sign Type and Lighting

Specification	Selection / Details
Sign Category	☐ Channel letters ☐ Cabinet / lightbox ☐ Halo-lit ☐ Monument ☐ Pylon ☐ Neon-style ☐ EMC
Lighting Method	☐ Front-lit ☐ Halo-lit ☐ Backlit ☐ Internally illuminated ☐ LED neon-style ☐ Programmable
Approximate Size / Sign Band	Dimensions / Sq Ft: _____
Mounting Preference	☐ Raceway ☐ Flush mount ☐ Wall ☐ Cabinet ☐ Monument ☐ Pylon
Placement	☐ Indoor ☐ Outdoor

3. Site and Visibility

Category	Details
Frontage Photos	☐ Photos of storefront or property frontage available
Viewing Paths	☐ Road ☐ Sidewalk ☐ Parking-lot ☐ Entrance viewing paths
Visibility Needs	☐ Daytime visibility ☐ Nighttime visibility
Mounting Area	☐ Wall surface ☐ Sign band ☐ Existing structure ☐ Mounting area review
Site Limits	☐ Obstructions ☐ Access restrictions ☐ Working-hour limits

4. Electrical, Approvals, and Access

Requirement	Status / Notes
Electrical Access	☐ Electrical access notes documented
Criteria / Approvals	☐ Landlord ☐ Tenant ☐ Campus ☐ Property criteria
Permit Status	☐ Permit status started ☐ Not started ☐ Not sure
Removal / Patching	☐ Removal ☐ Patching ☐ Disposal needs
Access Notes	☐ Installation access ☐ Service access notes
Maintenance Ownership	☐ Post-installation maintenance responsibility defined

5. Multi-Location Planning & Buyer Notes

Planning Area	Details
Locations & Priority	☐ Location count and priority order established
Brand Standards	☐ Approved sign types and brand standards documented
Local Exceptions	☐ Local exceptions and landlord criteria noted
Stakeholder Approvals	☐ Stakeholder approval process confirmed
SignTrax Tracking	☐ SignTrax tracking required
Support Expectations	☐ Support and maintenance expectations set
Buyer Notes	Capture scope questions, approval notes, ownership details, and site-specific concerns: _____ _____