

Job Name: \_\_\_\_\_

Date: \_\_\_\_\_

Job Location: \_\_\_\_\_

**Product**

- Description: \_\_\_\_\_  
(supply specifications, drawings, etc.)

**Date of installation**

- On \_\_\_/\_\_\_/\_\_\_ OR  
Between \_\_\_/\_\_\_/\_\_\_ and \_\_\_/\_\_\_/\_\_\_

**Installation site**

- Site Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Hours of operation \_\_\_\_\_
- Parking:  Free  Pay
- Location:  Inside  Outside
- Site:  Finished  Under Construction
- Access point (may depend on sign quantities)  
 Receiving Bay or Dock  Front Door  
 Other Specify: \_\_\_\_\_
- Installation Plans  
 Floor Plan  Elevation Drawings  
 Written Specifications  None

**Installation method**

- Wall (or Door) Signs
  - Surface  
 Drywall  
 Painted (or to be painted)  Vinyl Covered
  - Concrete Block  
 Painted  Unpainted
  - Poured Concrete  
 Painted  Unpainted

- Brick  
 Painted  Unpainted
- Wood  
 Painted  Unpainted  
 Wall Covering
- Marble
- Granite
- Other Specify: \_\_\_\_\_

- Sign Height: \_\_\_\_\_
- Fastener  
Foam Tape  Clear Silicone   
Mechanical Fasteners  Specify: \_\_\_\_\_  
Decorative Hardware  Specify: \_\_\_\_\_

- Ceiling Suspended Signs
- Ceiling Type  
 T-Bar  
T-Bar Size: \_\_\_\_\_  
Clips Supplied? Yes  No   
 Other Specify: \_\_\_\_\_  
 Decorative Specify: \_\_\_\_\_
- Ceiling Height: \_\_\_\_\_
- Sign Height: \_\_\_\_\_