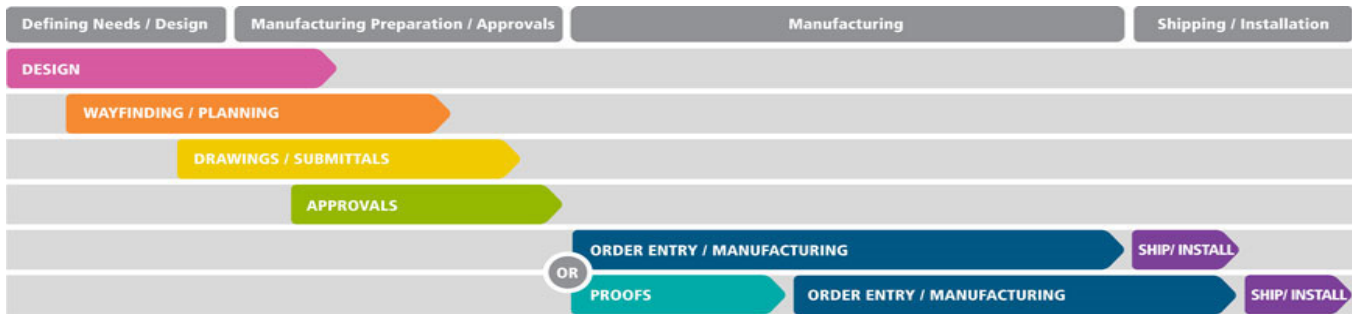




MEETING YOUR SIGNAGE PROJECT DEADLINE

How You Can Play A Role In Ensuring Your Signage Project's Deadline



Ensuring a successful, on-time delivery for a signage project requires timely exchange of information and clear communication by both signage company and our customer. In order to meet any agreed-upon delivery schedules, the customers' active participation in the process and expeditious approvals are essential. For most projects, a lot has to happen before manufacturing can begin, so if you have a critical need-by date for your signs, we encourage you to read this information and communicate your schedule with your signage company.

01 DESIGN

The duration of the design phase can vary greatly. Factors include the size and type of facility, the number of decision makers involved, and the complexity of the project. **Timely decisions and approvals during the design phase are essential to keeping a project moving forward.**

Tip! Many signage companies offer several tools such as sign type standards and design expertise to help facilitate and expedite the conceptual design phase of a project.

02 WAYFINDING / PLANNING

As with design, the duration of the wayfinding / programming phase can vary greatly depending upon the size and complexity of the facility. This phase includes creation of the Message Schedule and Location Plan and coincides with the design process. Wayfinding and programming must be completed before manufacturing begins, **so timely customer decisions and approvals are vital during this phase.**

08 INSTALLATION

It is important to discuss the specific installation needs of your project with your Signage Representative.

Customers can help the overall process by ensuring sites are 100% ready for signage installation by any agreed upon dates or communicating in advance if a site will not be ready. Additional charges may be incurred if extra trips to the site are required because the project is not 100% ready for sign installation.

07 SHIPPING

There are many time and cost considerations when determining the best shipping method for your interior signage project. Your Signage Representative will be able to discuss all of the options with you. To avoid the cost of expedited shipping, it's best to account for adequate ground transport when establishing your project time line and need-by date.

06 ORDER ENTRY / MANUFACTURING

Manufacturing lead times vary depending upon the size of the project and type of product, but having complete, final and approved message schedules and drawings can help reduce lead times.

05 PROOFS

Pre-production proofs illustrate the exact layout of most every sign being produced before manufacturing begins. So long as all design drawings and message schedules have been appropriately reviewed and approved upon. All proofs may not be necessary or beneficial for your project. For this reason, unless otherwise agreed upon, proofs of every sign are not included in the pricing or schedule of a project.

IMPORTANT! If proofs are required, fees may apply and lead times will be extended by 5-10 working days depending upon the size of the project. Manufacturing cannot begin until all proofs are approved by the customer. If design / layout changes are made during the proofing or manufacturing process, lead-times will be extended and additional charges may apply.

03 DRAWINGS / SUBMITTALS

For most projects, your signage company will provide detailed color drawings for each sign type.

IMPORTANT! Unless otherwise agreed upon, a scaled drawing for every individual sign will not be provided without additional charges and adjustment of the time schedule.

Tip! Select the longest message possible for each sign type being drawn to ensure the sign's size will be adequate. This can help avoid delays caused by last-minute sign type changes and additions later in the process.

04 DRAWING APPROVALS

Once drawings are submitted, it is important for the customer to review and respond in a timely manner in order for the project to stay on schedule.

IMPORTANT! Your signage company will not move forward with manufacturing until all drawings/submittals/message schedules are approved by the customer. If there are delays and/or revision requests that extend the approval phase beyond the agreed upon period, you will likely have to adjust the installation or shipping date accordingly.



Information Provided By APCO Signs

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