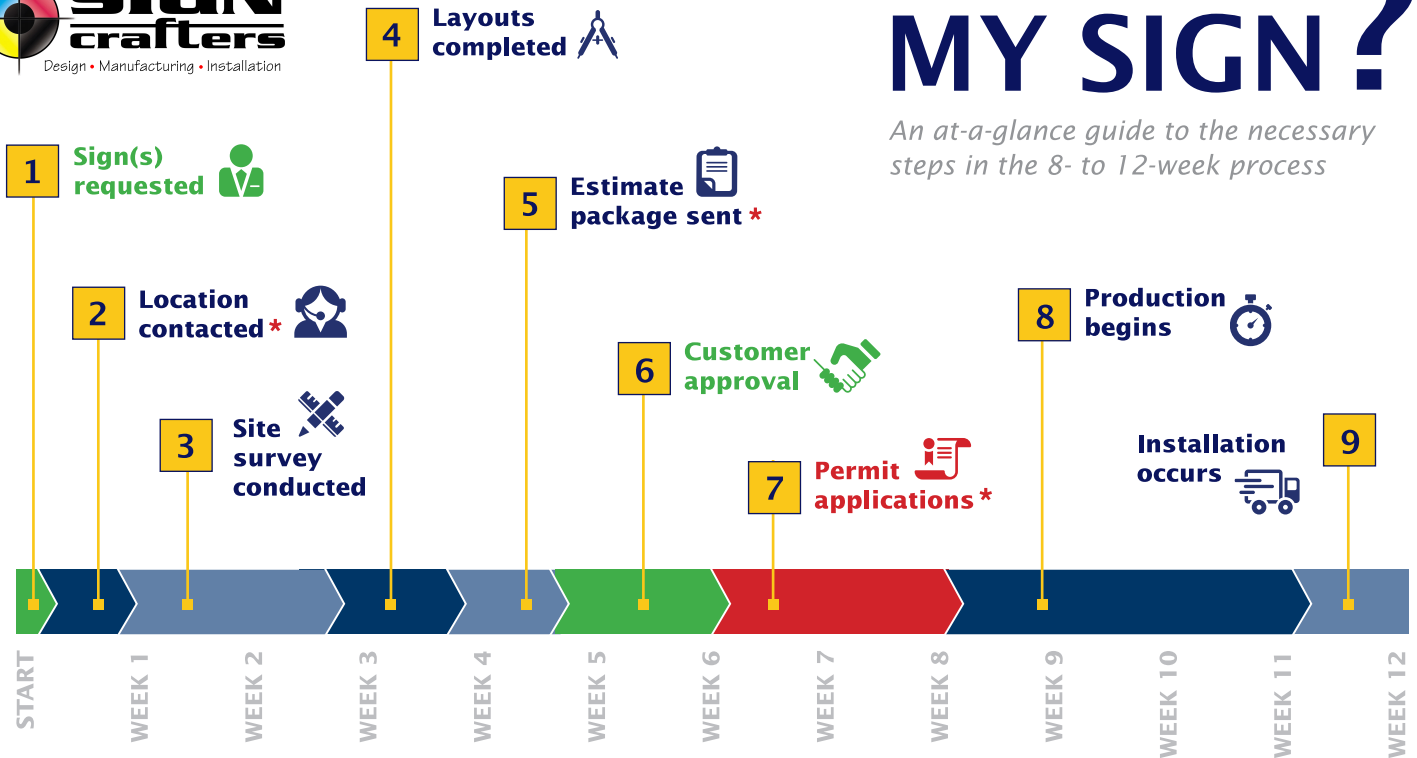



WHEN WILL I GET MY SIGN?

An at-a-glance guide to the necessary steps in the 8- to 12-week process




1 Sign(s) requested 

The customer contacts Sign Crafters with the initial sign request.

2 Location contacted 

Sign Crafters calls the actual location, and, if necessary, the landlord.

**Note: A delay is possible if landlord is difficult to reach.*

3 Site survey conducted 

Sign Crafters verifies actual site conditions and acquired accurate measurements, a required step to ensure a successful sign project.

4 Layouts completed 

The project manager and graphic designer complete layouts.

5 Estimate package sent 

The estimate package, including layouts, is sent to the customer.

**Note: The signage layouts are also sent to landlord, if appropriate, for his/her approval.*


6 Customer approval 

Sign Crafters receives customer's approval.

7 Permit applications 

If the signs require permits, Sign Crafters completes the permit procurement process.

**Note: We do not have control of the municipality's permit processing time. On average, permits are received in 10-14 days.*

8 Production begins 

Signs go into production once permit is received (or if a permit is not required). Signs are then shipped to our local installers.

9 Installation occurs 

Once the signs are delivered, installation is typically scheduled and completed within the next week.

Please note: Sign Crafters provides weekly status updates on all projects. If there are delays outside of our control that will cause possible delays to our normal timeline, we will contact the customer for assistance.

Small projects that do not require permits or extensive manufacturing, such as applied vinyl or some types of interior signs, can be expedited on the timeline. In most cases these projects can be completed in half the time or less.