

## Buyer Checklist

Whether you need a sign, banner, vehicle graphics, or any of the other products we offer, this checklist will help you organize your ideas and expedite the ordering process. This is the information that we will need from you to help you put your best face forward! Don't worry if you can't answer all the questions, we'll help you fill in the blanks.

1. What is the purpose of the product that you want to order?
  - a. Short-term or long-term use?
  - b. Inside or outside use?
  - c. Will this item be placed in a permanent location or moved for use in multiple locations?
  
2. Where will this item be located?
  - a. Is a city or county permit required? Are there restrictions on the type of sign you can use?
  - b. Does your landlord require notification or prior approval before any changes are made to the exterior of your building?
  - c. What sort of distance will there be between this item and those that you want to read it?
  
3. What resources do you have available for the content of your item?
  - a. Do you have vectored artwork or high resolution raster artwork?
  - b. Do you have an existing logo or photos that you want to use?
  - c. What colors do you want to use?
  - d. What font(s) do you want to use?
  
4. And, last but not least, what is your budget for this item? We have a variety of materials available to keep prices in line with your needs.