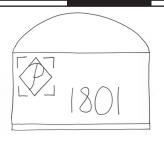
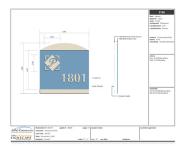
SIGN MANAGEMENT



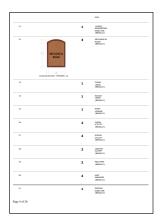
Preliminary Sketch

When a signage need arrives, contact your SignScape sales representative to assist you through what types, sizes and styles of signs are appropriate for your building. If you have an idea of how you would like the sign to appear, fax in a sketch and we will do our best to match it. Logos can easily be added to signs when a file is provided. (eps, dmx, ai and wmf files accepted)



Sign Illustration

Through the capabilities of our sign design department, we will provide you with an illustration of how your sign will look. The illustration will depict the type style and colors selected along with any logo or graphic that will appear on the sign.



Sign Schedule

With every order, a sign schedule is generated that describes every sign in your order. The report is sent to you for your review and approval before production of your order begins. This ensures accurate and timely production of your order.



Sign Production

With a standard lead time of 10 business days on most sign orders, expect to receive your signs when you need them. Signs are manufactured from Sanparrel Rigid Vinyl Sheet on state-of-the-art engraving machines. We take pride in our attention to detail when fulfilling your order to make sure your signs provide that special finishing touch to your building.



Reordering Signs

When it is necessary to replace a sign, simply check the label on the back of the sign. The label includes the SignScape phone number and your customer number, order number and sign number. Call your SignScape sales representative with that information and we will retrieve the details such as type style, color and size of that particular sign for easy reordering.



