FASTSIGNS® ORDERING PROCESS

GATHER ORDER INFORMATION **ESTIMATE APPROVAL** Client provides details and/or An estimate is provided based artwork on the request •FASTSIGNS performs site survey A deposit or full payment is collected if necessary depending on the estimate total Approval and/or payment is needed before proceeding SHIPPING / PICK UP/ INSTALLATION Client is emailed that the order is built and ready for pick-up **PROOF APPROVAL TURNAROUND** • If there is installation on the order, Art department pepares proofs the salesperson schedules and coordinates details. 1 day to 4+ Client receives poofs via email and between the installer and client DAY 03 weeks. may approve or request changes Job is completed and any remaining balance is collected **PRODUCTION** Your order is produced by our **PERMITTING** production department • If a sign permit is required, FASTSIGNS submits · A quality control check is performed application and detailed drawings by your salesperson Approval of permits is required before The signs and materials are production can begin packaged for shipping or installation • May take 2 days to 2+ weeks depending on your municipality

*Not all steps apply to each project

^{*} Lack of required payment/deposit and/or approvals may result in missed deadlines. Please communicate any deadlines upfront so that we can coordinate for success.