

550-Sign Shop

SALES ORDER CHECKLIST

AZGFD

231432

CLERK AUDITOR

General Sales Order Information

		Purchase Order (Email referencing <i>quote #</i> , Signed Quote or Purchase Order)
		<i>Current Contact Information</i>
		<i>Ship To Address (with Current Contact Name and Number)</i>
		<i>Date - Customer expectaion (if different from standard lead time or shop specified time)</i>
		<i>Shop approval for date exception (If applicable)</i>

Header Comments:

		Entered by I/M
		Customer Contact
		Email
		Phone Number (<i>Cell Phone, Office, & Back up if available</i>)
		Attn Shop (<i>reference any special call outs , details i.e. delivery, manufacturing details, etc.</i>)
		History Verified
		Reference DES File, Drawing # and revision #
		650 - To mount signs on Sign Stand

Sign Shop Items:

		Customer approved proof is provided (proof -signed or customer email is attached)
		Price verified with shop (If other than a STD sign such as signs with heavy verbiage, detailed art, decals, and sizes larger than 16 sqft) (Often "custsign" part #)
		Colors verified
		Size(s) Verified
		Reflective properties
		Graffiti coating requested
		Graffiti coating denied
		Hole placement verified
		Hole Sizes: 1/8, 1/4, 3/8 (Distance between for U-Bolts)
		Post Mount, Wall Mount, Fence Mount or Customer Mount?
		Did Customer Send a Digital File/ Does Shop Have Digital File?
		2-sided signs
		unique requests are properly communicated

Please keep in mind that a sign proof only provides the basic information and is only a representation of the sign. All details must be provided