



ADA Sign Budget Planner

Use this worksheet to organize the basic information needed for an ADA signage budget conversation.

1. Project Overview

Organization / facility name: _____	Primary contact: _____
Project location: _____	Target completion date: _____

2. Facility Profile

Select the option that best describes the project. Exact counts are not required at this stage.

<input type="checkbox"/> Healthcare <input type="checkbox"/> Hotel / hospitality <input type="checkbox"/> Office / corporate <input type="checkbox"/> School / campus <input type="checkbox"/> Retail / mixed-use <input type="checkbox"/> Other: _____	Approximate room or space count: _____ Number of floors: _____ Number of locations: <input type="checkbox"/> Single location <input type="checkbox"/> Multiple locations
<input type="checkbox"/> New construction <input type="checkbox"/> Renovation <input type="checkbox"/> Replacement / update	<input type="checkbox"/> Floor plans or drawings available <input type="checkbox"/> Photos of existing signs available <input type="checkbox"/> Room list or message draft available <input type="checkbox"/> Brand guidelines available

3. Preliminary Sign Categories

Check the categories likely to be included. This is a planning aid, not a compliance determination.

<input type="checkbox"/> Permanent room identification signs <input type="checkbox"/> Restroom signs <input type="checkbox"/> Accessible facility signs <input type="checkbox"/> Elevator signs <input type="checkbox"/> Stairwell signs	<input type="checkbox"/> Areas of refuge <input type="checkbox"/> Accessible entrances <input type="checkbox"/> Directional or informational signs <input type="checkbox"/> Branded or specialty signs <input type="checkbox"/> Exterior accessibility signs
Estimated total quantity: _____	Other sign categories: _____

4. Design, Materials, and Installation

<input type="checkbox"/> Standard catalog-style signs <input type="checkbox"/> Coordinated facility sign system <input type="checkbox"/> Custom branded sign system <input type="checkbox"/> Modular insert system <input type="checkbox"/> Open to recommendation	Preferred material or finish: _____ <input type="checkbox"/> Acrylic <input type="checkbox"/> Metal / aluminum <input type="checkbox"/> Wood / architectural finish <input type="checkbox"/> No preference
<input type="checkbox"/> Installation required <input type="checkbox"/> Installation not required <input type="checkbox"/> Not sure yet	Inspection / occupancy deadline: _____ Preferred installation phase: _____

BlinkSigns ADA Sign Budget Planner - Project Notes

5. Documents to Gather

Provide what is available. Missing documents can be discussed during the assessment.

<input type="checkbox"/> Floor plans or architectural drawings	<input type="checkbox"/> Material preferences
<input type="checkbox"/> Preliminary room list	<input type="checkbox"/> Project schedule
<input type="checkbox"/> Existing sign photos	<input type="checkbox"/> Location list for multi-site work
<input type="checkbox"/> Brand guidelines	<input type="checkbox"/> Any known landlord or code requirements
File location or shared link: _____	Additional document notes: _____

6. Budget Conversation Notes

- _____
- _____
- _____
- _____
- _____

7. Before Requesting a Quote

<input type="checkbox"/> Confirm the facility type	<input type="checkbox"/> Choose standard or custom direction
<input type="checkbox"/> Estimate room or space count	<input type="checkbox"/> Confirm whether installation is needed
<input type="checkbox"/> Identify new construction or renovation	<input type="checkbox"/> Note the project deadline
<input type="checkbox"/> Gather available plans and photos	<input type="checkbox"/> Identify the number of locations

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