



# Pylon Sign Quote Prep Checklist

*A public-facing buyer checklist for preparing a clearer pylon sign estimate.*

Use this checklist before requesting a pylon sign estimate. It is designed for business owners, property managers, shopping centers, gas stations, restaurants, franchises, and multi-location brands preparing for a scope-based quote.

This checklist gathers buyer-side project information only. It does not include internal engineering calculations, vendor pricing logic, installer operations, permit workflow detail, or private production details.

## 1. Property and Project Basics

Item	Buyer Response
Property type	<input type="checkbox"/> Restaurant <input type="checkbox"/> Gas station <input type="checkbox"/> Retail center <input type="checkbox"/> Shopping plaza <input type="checkbox"/> Hotel <input type="checkbox"/> Office park <input type="checkbox"/> Healthcare <input type="checkbox"/> Other
Property address	
Primary contact	
Landlord or property manager involved	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Project type	<input type="checkbox"/> New sign <input type="checkbox"/> Reface <input type="checkbox"/> Retrofit <input type="checkbox"/> Replacement <input type="checkbox"/> Multi-location update
Timeline or opening deadline	
Number of locations	<input type="checkbox"/> Single location <input type="checkbox"/> Multiple locations Count: _____

## 2. Existing Sign and Structure

Item	Buyer Response
Existing pylon sign on site	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Existing sign photos available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Existing sign condition	<input type="checkbox"/> Appears usable <input type="checkbox"/> Damaged <input type="checkbox"/> Outdated <input type="checkbox"/> Unknown
Existing illumination	<input type="checkbox"/> None <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> LED <input type="checkbox"/> Digital <input type="checkbox"/> Unknown
Known electrical access	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Reason for update	<input type="checkbox"/> Rebrand <input type="checkbox"/> New tenant <input type="checkbox"/> Property refresh <input type="checkbox"/> Damage <input type="checkbox"/> Visibility issue <input type="checkbox"/> Other

## 3. Size, Tenant, and Visibility Planning

Item	Buyer Response
Estimated sign height	Approximate height if known: _____
Estimated sign face size	Width: _____ Height: _____ Unknown: <input type="checkbox"/>
Single-sided or double-sided	<input type="checkbox"/> Single-sided <input type="checkbox"/> Double-sided <input type="checkbox"/> Unknown
Single-tenant or multi-tenant	<input type="checkbox"/> Single-tenant <input type="checkbox"/> Multi-tenant
Number of tenant panels	Current count: _____ Future changes expected: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Anchor tenant visibility needed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Roadside visibility goal	<input type="checkbox"/> Identification <input type="checkbox"/> Wayfinding <input type="checkbox"/> Tenant visibility <input type="checkbox"/> Digital messaging <input type="checkbox"/> Other

## 4. Illumination and Digital Requirements

Item	Buyer Response
Illumination needed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Illumination type	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> LED accents <input type="checkbox"/> Unknown
Digital message center needed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
Changing content needed	<input type="checkbox"/> Fuel prices <input type="checkbox"/> Promotions <input type="checkbox"/> Events <input type="checkbox"/> Tenant messages <input type="checkbox"/> Not needed
Known brightness or message restrictions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Electrical access known	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

## 5. Site Documents and Access

Item	Buyer Response
Site photos available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site plan or survey available	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Landlord sign criteria available	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Municipal sign criteria available	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Installation access concerns	<input type="checkbox"/> Parking <input type="checkbox"/> Traffic flow <input type="checkbox"/> Landscaping <input type="checkbox"/> Utilities <input type="checkbox"/> Drive-thru <input type="checkbox"/> Fuel canopy <input type="checkbox"/> Other
Roadway or right-of-way concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Property operation constraints	<input type="checkbox"/> Daytime access limited <input type="checkbox"/> Night work may be needed <input type="checkbox"/> Tenant hours matter <input type="checkbox"/> Unknown

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## **Planning Note:**

*Final pricing, permitting, engineering review, foundation needs, electrical requirements, and installation scope depend on project-specific review and local requirements.*