

# Sign Installation Scope Comparison Worksheet

Use this worksheet to compare fabrication-only, installation-only, fully installed, and retrofit or service quotes. The goal is to compare total scope, not the headline number alone.

## Anchor Comparison: Quote Type and Scope

| Quote Type                           | What It May Include                                                                                        | What May Be Excluded                                                                                                             | Best-Fit Buyer Use                                                                |
|--------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Fabrication-only quote</b>        | Sign body, faces, letters, graphics, lighting components, selected hardware, packaging                     | Installation, permits, electrical work, access equipment, old sign removal, wall repair, traffic control                         | Useful when installation is handled separately or when comparing production scope |
| <b>Installation-only quote</b>       | Field labor, mounting, placement, equipment use, selected hardware, site setup                             | Sign fabrication, design, permit support, new electrical routing, removal, wall repair                                           | Useful when the sign has already been produced or supplied by a brand             |
| <b>Fully installed project quote</b> | Fabrication, selected hardware, installation labor, access equipment, and selected coordination items      | Permit fees, electrical routing, wall remediation, traffic control, after-hours work, or special approvals may still be separate | Useful for buyers who need a broader project budget                               |
| <b>Retrofit or service quote</b>     | Field update to an existing sign, such as LED retrofit, face replacement, vinyl update, repair, or removal | New sign fabrication, major structural changes, permit updates, electrical upgrades, or wall repair may be separate              | Useful when the existing sign may be reused, repaired, or partially updated       |

## Buyer Questions for Quote Review

| Buyer Question                                                                   | Quote A                  | Quote B                  | Quote C                  | Notes |
|----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Is this fabrication-only, installation-only, fully installed, or retrofit scope? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Is the sign itself included?                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Is installation included?                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Is access equipment included?                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Are permits and permit fees included?                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Is electrical coordination included?                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Is old sign removal included?                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Are site restrictions included?                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Is after-hours work included if needed?                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Is wall repair, patching, or sealing included?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |

**Worksheet Note:** A lower quote may simply include less scope. Before comparing totals, confirm what each quote includes, excludes, and handles as a pass-through cost or separate contractor line item.