

# Cabinet Sign Quote Prep Checklist

Gather the basic property, sign, electrical, access, and timeline details that can help prepare a cabinet sign estimate. You do not need every technical answer before requesting a quote.

Use this resource before requesting a cabinet sign estimate for a storefront, shopping plaza, restaurant, office, gas station, school, church, franchise location, or multi-location rollout.

## 1. Property Details

Field	Buyer Notes
Property address	<hr/>
Property type	<input type="checkbox"/> Retail <input type="checkbox"/> Restaurant <input type="checkbox"/> Shopping plaza <input type="checkbox"/> Office <input type="checkbox"/> Industrial <input type="checkbox"/> Standalone facility <input type="checkbox"/> Other
Landlord or property manager contact (if leased)	<hr/>

## 2. Project Type

Select One or More	Notes
<input type="checkbox"/> New sign installation	Full fabrication of a new structural frame, face panels, and lighting, if illuminated.
<input type="checkbox"/> Replacement face only	New decorated face panels installed within an existing usable cabinet frame.
<input type="checkbox"/> LED lighting retrofit	Existing cabinet lighting reviewed for possible LED conversion.
<input type="checkbox"/> Full cabinet replacement	Removal of existing cabinet and installation of a new cabinet sign.
<input type="checkbox"/> Not sure or needs assessment	Use this when the existing sign condition or best project path is unknown.

### 3. Sign Location and Mounting

Mounting Type	Select if Applicable
Wall-mounted	<input type="checkbox"/> Storefront façade <input type="checkbox"/> Building sign band <input type="checkbox"/> Masonry wall <input type="checkbox"/> Metal panel wall
Canopy or awning-mounted	<input type="checkbox"/> Entry canopy <input type="checkbox"/> Gas station canopy <input type="checkbox"/> Drive-thru canopy <input type="checkbox"/> Other
Monument-mounted	<input type="checkbox"/> Low-profile ground sign <input type="checkbox"/> Masonry base <input type="checkbox"/> Concrete base <input type="checkbox"/> Other
Pylon-mounted	<input type="checkbox"/> Roadside structure <input type="checkbox"/> Multi-tenant pylon <input type="checkbox"/> Existing pylon <input type="checkbox"/> Other
Freestanding or unknown	<input type="checkbox"/> Pole <input type="checkbox"/> Roadside placement <input type="checkbox"/> Not sure

### 4. Size, Face Count, and Shape

Field	Buyer Notes
Estimated width	_____ feet
Estimated height	_____ feet
Cabinet configuration	<input type="checkbox"/> Single-faced <input type="checkbox"/> Double-faced <input type="checkbox"/> Not sure
Shape or layout	<input type="checkbox"/> Rectangular <input type="checkbox"/> Logo-shaped <input type="checkbox"/> Custom shape <input type="checkbox"/> Not sure

## 5. Illumination and Face Preferences

Field	Buyer Notes
Illumination	<input type="checkbox"/> Internally illuminated LED <input type="checkbox"/> Non-illuminated <input type="checkbox"/> LED retrofit <input type="checkbox"/> Unknown
Face preference	<input type="checkbox"/> Standard flat face <input type="checkbox"/> Impact-resistant face <input type="checkbox"/> Large-format flex face <input type="checkbox"/> Push-through acrylic <input type="checkbox"/> Not sure
Existing illuminated sign at this location	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

## 6. Existing Sign Status

Field	Buyer Notes
Existing sign at this exact spot	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Planned action if existing sign is present	<input type="checkbox"/> Reuse frame <input type="checkbox"/> Replace face <input type="checkbox"/> Retrofit lighting <input type="checkbox"/> Remove and dispose <input type="checkbox"/> Unknown
Site photos available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Existing sign photos available	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 7. Power and Electrical Access

Question	Answer
Is electrical power already available near the sign location?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Do you have electrical information from your facilities team?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the sign need illumination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

## 8. Site and Installation Access Constraints

Field	Buyer Notes
Estimated installation height	Ground to baseline of sign: _____ feet
Access concerns	<input type="checkbox"/> Overhead utility lines <input type="checkbox"/> Multi-level parking <input type="checkbox"/> Drive-thru <input type="checkbox"/> Sidewalk <input type="checkbox"/> Canopy <input type="checkbox"/> Traffic <input type="checkbox"/> None
Preferred installation window	<input type="checkbox"/> Business hours <input type="checkbox"/> After hours <input type="checkbox"/> Weekend <input type="checkbox"/> Unknown

## 9. Local Code and Landlord Requirements

Question	Answer
Landlord master sign criteria available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Municipal sign requirements or size caps available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Permit application already started?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Property near a highway, major road, or public right-of-way?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

## 10. Timeline and Scope Scale

Field	Buyer Notes
Target completion or opening date	_____
Project scale	<input type="checkbox"/> Single location <input type="checkbox"/> Multi-location rollout
If multi-location, total number of sites	_____ sites

## Disclaimer

This checklist is for estimate preparation only. It does not replace site-specific review, permit review, engineering review, electrical review, or a confirmed project quote. Final pricing and project requirements depend on confirmed scope, site conditions, local code, landlord requirements, electrical access, installation access, engineering review where applicable, and approved specifications. ”

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