

## The Project Management Process at Apple Signs

*A guide to the necessary steps for successful project completion*



### A Request

The client contacts Apple Signs with a new project request.

### B Contact

Apple Signs contacts the location, and landlord (if required).

### C Survey

Apple Signs researches and verifies site conditions, and acquires detailed measurements to ensure a successful project.

### D Design

The project manager and graphic design team complete layouts.

### E Estimate

A complete estimate package, including drawings, is sent to the client.

### F Approval

Apple Signs receives customer's signed approval of proposal, drawing & deposit.

### G Permit

If the project requires permit(s), Apple Signs completes the permit procurement process.

### H Production

Sign production begins when permit(s) is received (if permit(s) is required).

### J Delivery

Installation is coordinated with client as a project nears completion.

 Apple Signs Responsibility

 Client/Third-Party

*Please note: Apple Signs will provide updates on all projects. If there are delays outside of our control that will cause possible delays to the established schedule, we will contact the client for assistance.*

*Small scale projects that do not require permits or extensive fabrication can be expedited.*