

AppleSigns

VISION · DESIGN · IMPACT

The Project Management Process at Apple Signs

A guide to the necessary steps for successful project completion



REQUEST

The client contacts Apple Signs with a new project request.

CONTACT

Sales Rep & PM assigned. Landlord contacted if needed.

SURVEY

Apple Signs researches and verifies site conditions and acquires detailed measurements.

CODE STUDY

Confirm sign request aligns w/ local codes - U&O in hand.

DESIGN

The Graphic Design Team completes layouts.

ESTIMATE

A complete estimate package with drawings is sent to the client.

APPROVAL

Apple Signs receives customer's signed approval of proposal, drawings & deposit. Landlord approval received if needed.

PERMIT

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

PRODUCTION

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

DELIVERY/ INSTALL

The Installation Team coordinates final install at site.

PROJECT REVIEW

Completed photos & as-builts are filed, job is invoiced, and, if permitted, arrange final inspection.


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.

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