PRINTING & SIGNAGE / 01

LIST THE PHYSICAL JOB ITEMS

Label each item. Use known information only; do not measure or decide technical specifications for this pack.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Job purpose / broad use or event / timing to confirm / main decision role

Print 1: item label / intended use / requested quantity / requirement to clarify

Sign 1: item label / intended use / requested quantity / requirement to clarify

Item 3: label / intended use / requested quantity / requirement to clarify

Provider-confirmed requirements: item / document reference / unresolved point

Out-of-scope items / separate design work / separate vehicle-graphics work

Preparation only. Not production, measurement, material selection or installation instructions; no code, permit, accessibility or legal determination. Not production approval or a finish guarantee.

PRINTING & SIGNAGE / 02

KEEP THE PROOF TRAIL CLEAR

Refer to the original proof and written decision. Filling this page does not authorize production.

Item label / artwork reference / proof version / date supplied for review

Review role / decision needed / original written decision reference

Requested correction / affected item / proof to replace / revised version awaited

Current accepted proof reference / item and quantity confirmed / open question

Production handoff: responsible role / version received / acknowledgement reference

Later change: affected item / provider's scope explanation / new decision needed

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PRINTING & SIGNAGE / 03

PLAN DELIVERY AND RECORD RECEIPT

Separate production, delivery and installation. Record discrepancies as questions, not technical findings.

- [ ] Physical items have labels, uses and requested quantities
- [ ] Unknown requirements are left for provider confirmation
- [ ] Artwork references are linked to individual items
- [ ] The proof version and review role are recorded
- [ ] Superseded proofs and pending corrections are distinguishable
- [ ] Production, delivery and installation responsibilities are separate
- [ ] Receipt records will use the same item labels and quantities
- [ ] Discrepancy and correction questions have a follow-up owner

Item / production, delivery and installation roles / separate or excluded work

Receipt: item / ordered and received quantities / missing or disputed detail

Follow-up: question or correction request / provider reply / next step and owner

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PRINTING & SIGNAGE / 04

QUESTIONS FOR THE PRINT OR SIGN PRO

Ask the same questions for the same item list. Keep technical requirements with the provider's documents.

Items: what is included and what requirements need your review before confirming?

Versions: how does each item stay linked to its correct artwork and proof?

Approval: what does proof review cover and how are acceptance and changes recorded?

Roles: who handles production, delivery, installation and any separately engaged work?

Receipt: how are delivered quantities, outstanding items and discrepancies documented?

Follow-up: how are correction, reprint, additional-work and written-term questions handled?

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PRINTING & SIGNAGE / 05

COMPARE ONE PHYSICAL JOB LIST

Use A and B for providers. Compare the same items and quantities, not only a package name or total.

Provider A / B / dates / shared job-list and proof references

Items, quantities, provider review and exclusions - A / B

Proof stages, corrections, production, delivery and installation roles - A / B

Receipt record, discrepancy follow-up, written proposal and open questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose, then start a Printing & Signage request. Share a non-sensitive item list and delivery needs so participating pros can compete with proposals. Compare included work, proof handling, responsibilities, terms and fit.

One request. Every pro's best offer.

Start a request

Participation varies. An artwork, item and site review may be needed before a final production proposal.

Planning guide: https://www.pickyourpro.ai/services/printing-signage

International Sign Association: sign-partner questions (official reference)

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