



**WORK LIKE A PRO!**

**FORMS AND TOOLS THAT WILL HELP YOU GROW YOUR SHOP. FROM PRICING GUIDES TO EMPLOYEE HANDBOOKS, THESE TOOLS WERE DEVELOPED BY A SIGN SHOP FOR YOUR SIGN SHOP!**

**SIGN BUSINESS FORMS & TOOLS:**

**•ACCOUNTING FORMS & TOOLS:**

- Project Tracker
- Credit Card Payment Forms
- Check Receipt Log
- Collection Letter Templates
- Customer Credit Application
- Office Supply Order Form
- Over Night Shipping Forms
- Payment Request Forms

**•EMPLOYEE MANAGEMENT FOLDER:**

- Employee Folder Instructions And Check List
- Contact Information Sheet
- Sign Company Specific Employment Application
- Pay And Benefits Agreement
- Employee Review Sheets
- Discipline Documentation Form
- Benefit Participation (Medical/Dental/Retirement)

**•EMPLOYEE FORMS:**

- Commission Reports
- Mileage Reimbursement
- Payroll Advance Form
- Time Sheets
- Vacation Request

**•EMPLOYEE HANDBOOK: (THAT ADDRESS THE FOLLOWING ISSUES)**

SECTION 1 ~ Policies & Overview

SECTION 2 ~ Work Hours and Compensation

SECTION 3 ~ Employee Benefits

SECTION 4 ~ Workplace Protocols

SECTION 5 ~ Safety & Responsibility

SECTION 6 ~ Handbook Receipt Acknowledgment

**•ESTIMATING TOOLS:**

- Channel Letters
- Awnings
- Sign Cabinets
- Banners
- Vehicle Wraps
- Digital Printing
- Custom Signs
- Service and Repair with....
- Customer Contracts
- Job Costing Tools

**•SCHEDULING TOOLS:**

- Wip Reports
- Calendars
- Daily Status Reports
- Project History

**•LEGAL AGREEMENTS:**

- Employment Agreement (Legal Contract for Sales Reps and Managers)
- Termination Agreement

**•INVENTORY FORMS & TOOLS:**

- Complete Tool For Tracking Inventory
- Vendor Purchase Orders
- Shelf Count Sheets (With Minimum And Maximum Tracking)
- Shelf Labels

**FORMS AND TEMPLATE DATA SHEET**

**WHEN YOU PURCHASE THE SIGN SHOP STARTER KIT YOU RECEIVE ALL FORMS LISTED BELOW AS WELL AS ALL THE SIGN TEMPLATES, CLIP ART AND DESIGNS ON THE DESIGN DATA SHEET.**

**•PROJECT MANAGEMENT FORMS & TOOLS:**

- Job Tracker (over 40 forms)
- Client Order Forms (Signs/Service)
- Client Work In Progress Reports
- Design Department Check-in Sheets
- Art Request Forms (Local/National Programs)
- Master Installer List
- Installer / Vendor RFI

**•SALES FORMS & TOOLS:**

- Sales Reports
- Company Sales Goals
- Sales Rep Planning Sheets

**•SIGN SHOP FORMS & TOOLS:**

- Maintenance Forms
- Dept Cleaning Sheets
- Equipment Repair Log
- Vehicle Repair Log

**SAFETY MANUAL**

- Division Of Responsibility
- Safety Inspections
- Safety Training
- Employee Training
- Wearing Apparel Regulations
- Accident Investigation And Reporting
- Environmental Controls
- Confined Space Entry Space Program
- Fire Prevention
- Painting, Spraying And Coating Policy
- Miscellaneous Equipment Guidelines

**•SIGN SHOP TRAINING:**

**STAFF PROCEDURES MANUAL**

- How to Perform a Correct Site Survey
- How to Determine Sign Face Color
- How to Determine Correct Sign Size
- How to Submit Digital Art Files
- Understanding Basic Sign Price Ranges
- Understanding Electronic Message Centers
- How to set up art Folders
- How to organize and name your computer files
- Pre Sign Sales Procedures
- Sales Procedures and training
- How to set up production Folders
- Setting up and organizing client files
- Fabrication Procedures
- Project Close-out procedures
- How to Apply Vinyl

**STAFF TRAINING MANUAL AND VIDEOS FOR ALL TOLLS & FORMS**

**.....AND SO MUCH MORE!**



**FOR MORE INFO EMAIL US: [SUPPORT@SIGNSHOPSTARTERKIT.COM](mailto:SUPPORT@SIGNSHOPSTARTERKIT.COM)**

# ILLUMINATED CHANNEL LETTER: PRICING GUIDE

Letter Style	Channel Letter Type	Per upright inch	Raceway	Per Inr ft				
<b>Block</b>	C/L: Front-lit (Block) / 15"-24"	\$7.00	Rcwy / up to 20'					
	C/L: Front-lit (Block) / 25"-30"		Rcwy / up to 30'					
	C/L: Front-lit (Block) / 31"-48"		Rcwy / up to 100'					
	C/L: Front-lit (Block) / 49" - 60"							
	C/L: Front-lit (Block) / 61" - 120"							
<i>Script</i>	C/L: Front-lit (Script) / 15" - 24"		\$7.00	Wrwy / up to 20'				
	C/L: Front-lit (Script) / 25" - 30"			Wrwy / up to 30'				
	C/L: Front-lit (Script) / 31" - 48"			Wrwy / up to 100'				
	C/L: Front-lit (Script) / 49" - 60"							
	C/L: Front-lit (Script) / 61" - 120"							
<b>Serif</b>	C/L: Front-lit (Serif) / 15" - 24"			\$7.00	Back-panel / up to 24"			
	C/L: Front-lit (Serif) / 25" - 30"				Back-panel / up to 48"			
	C/L: Front-lit (Serif) / 31" - 48"				Back-panel / over 48"			
	C/L: Front-lit (Serif) / 49" - 60"							
	C/L: Front-lit (Serif) / 61" - 120"							
<b>Block</b>	C/L: Reverse (Block) / 15" - 24"	\$7.00			Assembly: Rcwy up to 20'			
	C/L: Reverse (Block) / 25" - 30"				Assembly: Rcwy up to 30'			
	C/L: Reverse (Block) / 31" - 48"				Assembly: Rcwy up to 40'			
	C/L: Reverse (Block) / 49" - 60"				Assembly: Rcwy up to 50'			
	C/L: Reverse (Block) / 61" - 120"							
<i>Script</i>	C/L: Reverse (Script) / 15" - 24"		\$7.00		Assembly: Wrwy up to 20'			
	C/L: Reverse (Script) / 25" - 30"				Assembly: Wrwy up to 30'			
	C/L: Reverse (Script) / 31" - 48"				Assembly: Wrwy up to 40'			
	C/L: Reverse (Script) / 49" - 60"				Assembly: Wrwy up to 50'			
	C/L: Reverse (Script) / 61" - 120"							
<b>Serif</b>	C/L: Reverse (Serif) / 15" - 24"			\$7.00	Assembly: Ind up to 20'			
	C/L: Reverse (Serif) / 25" - 30"				Assembly: Ind up to 30'			
	C/L: Reverse (Serif) / 31" - 48"				Assembly: Ind up to 40'			
	C/L: Reverse (Serif) / 49" - 60"				Assembly: Ind up to 50'			
	C/L: Reverse (Serif) / 61" - 120"							
<b>Block</b>	C/L: Frnt-Rev Combo (Block) / 15" - 24"	\$7.00			Assembly: Rev up to 20'			
	C/L: Frnt-Rev Combo (Block) / 25" - 30"				Assembly: Rev up to 30'			
	C/L: Frnt-Rev Combo (Block) / 31" - 48"				Assembly: Rev up to 40'			
	C/L: Frnt-Rev Combo (Block) / 49" - 60"				Assembly: Rev up to 50'			
					Fasteners up to 20'		\$25.00	

# Industry Standard Large Format Digital Graphic Prices (US Funds/sq ft calculations)

Product Name	Printing	Substrate	Board	Adhesive	Coating	Finishing	Retail	Street	Lowest	Application
Wall & Barricade Wrap	Solvent	Flexcon Busmark	NO	Removable	None	cut to Color	[REDACTED]			Floor & Wall graphics, removable applications including short term vehicle wraps
Floor Graphics	Solvent	Flexcon Busmark	NO	Removable	Crystal	cut to Color				Floor & Wall graphics, removable applications including short term vehicle wraps
Fleet 5 (Vehicle & Long Term Premium Vinyl)	Solvent	3M/Avery/Arlon/Mactac etc	NO	Removable/Air Release	Premium Cast/Liquid Lam	cut to Color				Vehicle wraps, long term signage, panel jobs where the panels will be up for more than 2 years.
Banners 13	Solvent	Value Vinyls or Cooley	NO	N/A	None	Grommets, Hemming				Solid banner for both indoor and outdoor use.
Banner - Mesh	Solvent	Ultraflexx UltraMesh 90/10	NO	N/A	None	Grommets, Hemming				Ideal for outside use where the wind could be an issue
Wall Paper	Solvent	RJF KoroSeal	NO	Wall Paper Clear Glue	None	cut to Color				Corporate applications, very durable, needs to be installed with clear wall paper glue.
Window Clear	Solvent	Glass	PETG	Removable	None	cut to Color				Clear print, image is washed out as it has no white ink.
Window White	Solvent	Glass	NO	Removable	None	cut to Color				Viewed from the installed side, white on the back with some bleed of the image viewed from the back side
Window Perf	Solvent	Glass	NO	Removable	None	cut to Color				Up to 5 years, ideal for building windows and vehicle glass
Window Day/Night	Solvent	Glass	PETG	Removable	Luster	cut to Color				Designed for backlit displays for same vision viewing quality at night as day.
Window No Type/Text	Solvent	Glass	NO	Removable	None	cut to Color				Same image printed twice, once on clear and once on translucent - NO TYPE or LOGOS!
Window DS Dif Image	Solvent	Glass	NO	Removable	Premium Cast/Liquid	cut to Color				Same image printed twice, once on clear and

# Understanding Basic Sign Price Ranges

**SIGNTRACKER**

Pole Sign:  
4 X 8 Cabinet  
15' OAH  
Flex face  
2 color graphics

**\$8,000.00 - \$10,000.00**



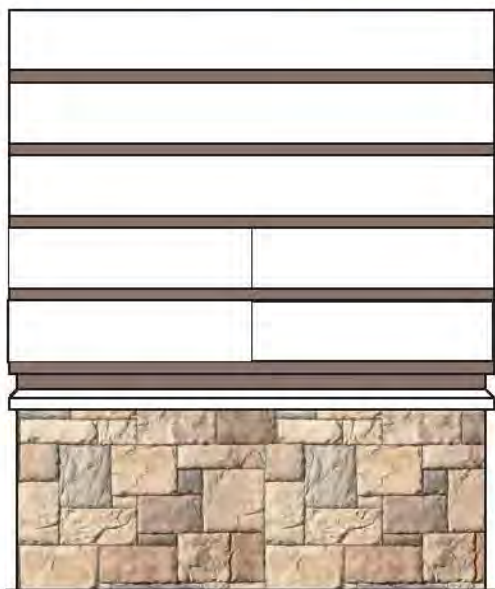
Message Centers:  
3 - 4 Lines of red  
LED text

**\$20,000.00 - double face**



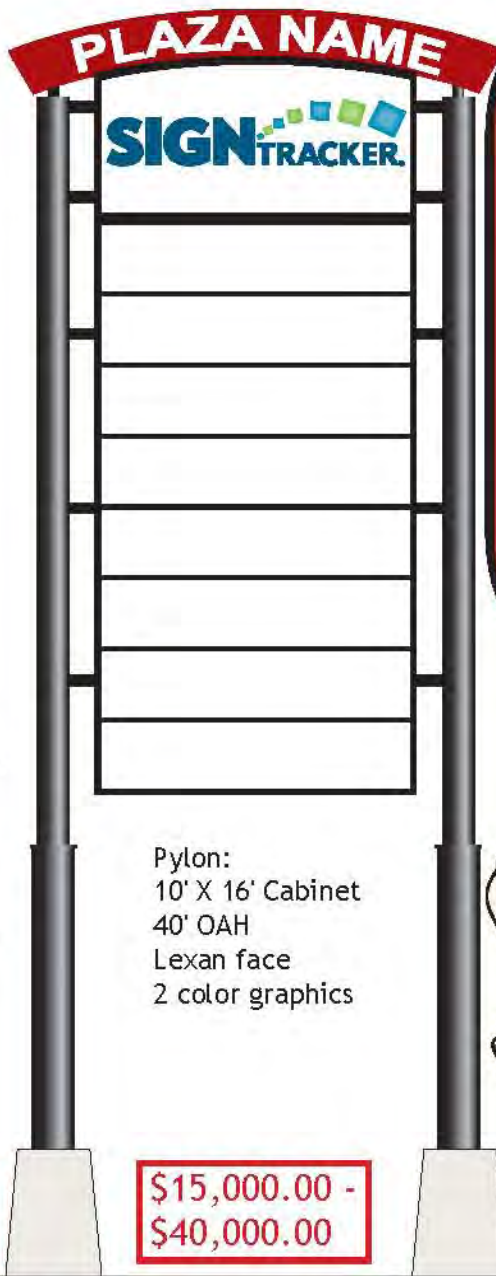
Small Monument  
with base:  
6 X 4 Cabinet  
10' OAH  
Plex face  
2 color graphics

**\$6,000.00 - \$10,000.00**



Large Monument  
with base:  
8 X 8 Cabinet  
10' OAH  
Plex face  
2 color graphics

**\$10,000.00 - \$18,000.00**



Pylon:  
10' X 16' Cabinet  
40' OAH  
Lexan face  
2 color graphics

**\$15,000.00 - \$40,000.00**

signs are an expensive investment... help your client choose a sign that meets their budget so they won't be disappointed in the end!



**BIG SIGN**

**\$8,000.00 - \$12,000.00**

Channel Letters:  
48" X 25"  
Raceway Mounted  
Plex face  
3-4 strokes neon

**Small Sign**

**\$3,000.00 - \$5,000.00**

Channel Letters:  
24" X 15"  
Raceway Mounted  
Plex face  
1-2 strokes neon

The success of the company depends on a strong sales team, and a strong sales team can only be effective with a sales plan.

### Sales Plan Tracker

#### sales plan tracker

- set an annual goal based on the company's quotas and your personal income needs
- divide the annual goal per quarter and then per month (yr: \$1,000,000; qtr: \$250,000; mo: \$83,333)
- set activity goals that will ensure you reach your sales goals
- track your activity and measure the success of your sales based on what yields the best results
  - phone calls, introductory letters and brochures, leads groups, etc.
- discuss your plan in the weekly sales meeting and with your sales manager



**good advice:** *although a weekly sales meeting and an open sales plan can make you feel that you are under a magnifying glass....the accountability will ensure your success.*

#### setting phone goals

- sales calls are a numbers game...follow the guide below to keep your sales funnel full

#### 5 calls a day.....

- 1 local call to an existing client
- 1 local call to a property manager, general contractor, architect
- 1 call to an open bid for follow-up
- 1 call to a new prospect
- 1 call to a national prospect (new or follow-up)

**.....keeps your sales flowing!**

### Phone Goals

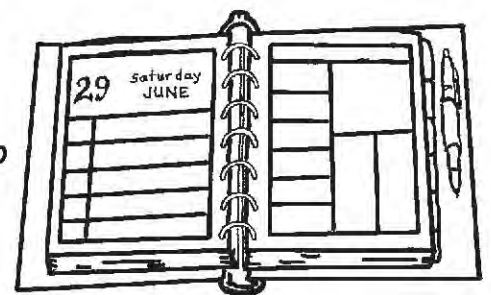
### Appointment Goals

#### setting appointment goals

- take every opportunity to meet with people face to face
- always keep and be on time for your appointments
- either electronically or in a good appointment book always record your meetings

#### helpful hints:

- join a leads group
- join your local chamber of commerce
- network at your local church or social group
- personally visit clients on a monthly basis
- invite a client to lunch
- hand deliver proposals instead of faxing
- deliver a bottle of wine to say, "thanks" for a lead



**SUBCONTRACTOR CONTACT INFO**

**SERVICE WORK & PURCHASE ORDER**

	Job# & PO#:	
	Cost: (Not to Exceed)	\$
	Service Scheduled:	

**JOB LOCATION**

Project Name:	
Project Address:	
Project City/State/Zip:	

**SERVICE SPECIFICATIONS AND TERMS**

- Please sign and fax to confirm receipt of this purchase order and call to ask any questions.
- All work MUST be completed within 5-7 working days.
- No additional charges will be approved unless agreed in writing.
- Always check in with an employee upon arrival at service site.
- Always obtain site-manager's signature upon completion of work.
- Fax final invoice and documentation within 24 hours of completing service work.
- Fax W9 Federal Tax ID form to be added to our permanent vendor list.
- Always send transformer or ballast tags if billing for these items.

**DESCRIPTION OF WORK AND SPECIAL INSTRUCTIONS**

Additional Notes:

**COMPLETION AND PAYMENT TERMS**

Terms Of This Purchase Order Are Net 30 Upon Receipt Of Completion; Signed Client Acceptance; And Final Invoice.  
No Extras To This Contract Will Be Allowed Without Written Authorization Prior To Incurring Such Costs.

**THIS AGREEMENT IS ACCEPTED AND APPROVED BY**

**PURCHASE ORDER CONTACT:**

Service Manager:		X
Service Email:		Installer Acceptance Signature & Date

## How to Determine the Correct Sign Size

**INSTRUCTIONS:** Determine the posted speed on the street where the signage is to be located or viewed. Determine maximum size permitted by local ordinance. Read viewing time off chart. This will give you some idea of how effective your sign will be.

**DIRECTIONS:** Use This Chart To Help Determine The Best Sign Size For You.

Character Height In Inches	Reading Distance In Feet	Speed In Street Or Highway Where Signage Is Located				
		(Viewing Time In Seconds)				
		20 MPH	30 MPH	40 MPH	50 MPH	60 MPH
18"	900 ft	30.68	20.45	15.34	12.27	10.23
20"	1000 ft	34.09	22.73	17.05	13.64	11.36
22"	1100 ft	37.50	25.00	18.75	15.00	12.50
24"	1200 ft	40.91	27.27	20.45	16.36	13.64
28"	1400 ft	47.73	31.82	23.86	19.09	15.91
30"	1500 ft	51.14	34.09	25.57	20.45	17.05
36"	1800 ft	61.36	40.91	30.68	24.55	20.45
42"	2100 ft	71.59	47.73	35.79	28.64	23.86

*This Chart Is Designed To Identify Proper Letter Height To Obtain A Minimum Of 15 Seconds Viewing Time.*

size **"DOES"** matter! It is very important to understand the readability of signage as it relates to size...our customer's success depends on our



**CLIENT SATISFACTION SIGN OFF**

Service Scheduled:

Job# & PO#:

**JOB LOCATION**

Project Name:

Project Address:

Project City/State/Zip:

**JOB SPECIFICATIONS**

Description of Work	Materials Used	Qty.

Time of Arrival

Completion Time

Date Service Completed:

Another Trip Required?

Service Technician (print name):

**CLIENT / SITE MANAGER: ACCEPTANCE OF SIGN REPAIR:**

Are You Satisfied With Repair Work?:

Was The Job-Site Sufficiently Cleaned Upon Completion?:

Additional Comments:

The undersigned has inspected the sign(s) and is satisfied with the repairs at the client's place of business. The repair of the sign(s) and cleaning of premises meets our approval.

X

Site Contact Name:

X

Date:

**PLEASE HAVE SITE CONTACT SIGN THIS FORM AND MAIL THIS FORM WITH FINAL CLOSE OUT INVOICE.**



**CABINET SIGN ART REQUEST AND FABRICATION WORK ORDER**

Job#:	
Job Name:	
Job Address:	
City/ST/Zip:	
Sales Rep:	PM:

**CABINET SIGN CONFIGURATION**

Sign:	A	Option:	1
Sign to read:			
Client Budget (or range):		\$	
Quantity:			
Cabinet type:		Choose One: Cabinet Sign	
Cabinet fabrication type:		Choose One	
Install method:		Choose One	
Sides:		Choose One	
Size: Height		00'	
Size: Width		00'	
Size: Square feet (max allowed)		00'	
Size: Depth (if known)		00'	
Size: Max height with pole		00' / Clearance from bottom: 00'	
Interior/Exterior:		Choose One	
Size: Retainer		2.5"	
Electrical requirements: (VOLTS):		120 Volt	
Leads / Pigtail:		Anywhere	
Cabinet color (Custom/PMS#):			
Cabinet finish:		Choose One	
Face type (1):		Choose One: Face Type	
Face product (2):		Choose One: Substrates	
Other face specifications (Product Type, Colors, Vinyl #):			
Panel sizes and count for multi-tenant signs:			

**OTHER CABINET SPECIFICATION**

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### Shop Worksheet

On this side enter your shops' information. Number of employees who's time applies towards jobs, desired markup on labor, monthly expenses and operating costs.

SHOP INFORMATION	
Number of "Direct" Billable Employees	0
Weekly Hours of Operation	0
Weeks per Month (default 4.33)	4.33
Unproductive labor between jobs (default 5%)	5.0%
Labor Markup (%)	0%

MONTHLY LABOR (All Employees)	
Employee wages/salary	\$0.00
Commissions over labor	\$0.00
Daily coffee break	\$0.00
Employer's contribution for FICA (Social Security)	\$0.00
Health Insurance	\$0.00
Holiday pay	\$0.00
Jury duty/military reserve	\$0.00
Payroll Tax	\$0.00
Sick pay	\$0.00
Uniforms/aprons	\$0.00
Unlisted expenses	\$0.00
Vacation Pay	\$0.00
Worker's Compensation	\$0.00
Yearly bonuses (monthly average)	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

MONTHLY EXPENSES (All)	
Accounting Fees	\$0.00
Advertising-all Medias	\$0.00
Association Dues (business)	\$0.00
Bad Debts (monthly)	\$0.00
Bank Loans (not mortgage)	\$0.00
Bank Service Charge	\$0.00
Contributions/Donations	\$0.00
Depreciation	\$0.00
Equipment Lease	\$0.00
Fed., state, local bus. Taxes	\$0.00
Gas, oil, wash, tags	\$0.00
Insurance (Business)	\$0.00
Insurance (Other)	\$0.00
Insurance, benefits	\$0.00
Internet Accounts/Services	\$0.00
Legal Services	\$0.00
Maintenance/repairs	\$0.00
Mortgage/Rent	\$0.00
Office (Other)	\$0.00
Office Supplies-Postage, etc.	\$0.00
Owners: Salary	\$0.00
Personal Medical	\$0.00
Phone - Cellular/Pager	\$0.00
Phone - Office Telephone	\$0.00
Retirement funding	\$0.00
Royalties	\$0.00
Sales Promotions	\$0.00
Service Contracts	\$0.00
Tool Replacement	\$0.00
Travel Expenses/Trade Shows	\$0.00
Unlisted specific expenses	\$0.00
Utilities-Heat, water, etc.	\$0.00
Vehicles - Other	\$0.00
Vehicles - Payments	\$0.00
OTHER (misc. expenses)	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

To add additional lines, simply insert another line somewhere in the middle of the list.

### Worksheet Totals

This side shows your shops' billable hours, labor, payables, per employee burdens and your Target Hourly Rate!  
Do Not Edit Data on This side!

TOTALS	
Total (productive) Billable Hours per Week	-
Total (productive) Billable Hours per Month	-
Labor Per Month	\$0.00
Labor Per Billable Hour	#DIV/0!
Expenses Per Month	\$0.00
Expenses Per Billable Hour	#DIV/0!
Monthly Operating Expenses	\$0.00
Weekly Operating Expenses	\$0.00
Hourly Operating Expenses	#DIV/0!
Hourly Operating Expenses per billable employee	#DIV/0!
Monthly Burdon per billable employee	#DIV/0!
Hourly Burdon per billable employee	#DIV/0!
<b>Hourly Rate (with markup):</b>	<b>#DIV/0!</b>
Monthly Operating Income (labor only)	#DIV/0!

### Understanding this Worksheet

#### SHOP INFORMATION

Number of billable employees: these are people who's time is spent working directly on the customer projects. Making their time is directly billable against those e projects.

Weekly Hours of Operation: Literally, the average number of BILLABLE hours the people (mentioned above) work in a week.

Unproductive labor between jobs: This "unproductive" time needs to be accounted for. Basing projections on 100% productive time for every employee is an inaccurate approach.

Labor Markup: This is the figure you intent to add to your hourly labor cost to cover indirect expenses.

#### MONTHLY LABOR (All Employees)

List all Labor expenses

#### MONTHLY COSTS (All)

List All Monthly operating expenses

### Understanding the Totals

#### Monthly Operating Expenses:

Literally, your total monthly expenses (labor and operating expenses)

#### Weekly Operating Expenses:

Total monthly expenses divided by weeks per month

#### Hourly Operating Expenses:

Total monthly expenses divided by hours worked per month (not including unproductive time)

#### Monthly Burdon per billable employee:

This is the monthly burden carried by each billable employee. This value takes unproductive time into consideration.

#### Hourly Burdon per billable employee:

Above, divided by billable hours per month. Again, this value takes unproductive time into consideration.

#### Hourly Rate (with markup):

This is your recommended hourly Shop Rate.

#### Monthly Operating Income:

This is a projection of profit on labor. The calculation is simply, margin, minus expenses. Assuming you have listed all of your expended and all other data is accurate, this reflects your projected profit "on labor"

you can manipulate these values by editing the number of employees, hours worked per week and unproductive time. If you set the labor markup to 0, you will see what you need to charge to simply pay your bills. If you set your unproductive time to a higher value, you'll see how limiting your unproductive shop time can greatly effect your profitability.

Adjust your weekly hours of operation or number of employees and watch how that effects your numbers.

Remember, audits are not fun! This is a simple tool created by a couple of sign guys. We don't run an accounting firm for a reason... check with an accountant before relying on these "or any" tools.

**COMMERCIAL GRAPHICS / AWNINGS / MISC SIGN ART REQUEST AND WORK ORDER**

Job#:	
Job Name:	
Job Address:	
City/ST/Zip:	
Sales Rep:	PM:

**COMMERCIAL GRAPHICS / AWNINGS / MISC SIGN CONFIGURATION**

<b>Sign:</b>	<b>A</b>	<b>Option:</b>	<b>1</b>
Sign to read:			
Client Budget (or range):		\$	
Quantity:			
Commercial sign type:		Choose One: Commercial Sign	
Awning type:		Choose One: Awining Type	
Misc type:		Choose One: Misc Signs	
Install method:		Choose One: Install	
Sides:		Choose One	
Size: Height			
Size: Width			
Size: Square feet (max allowed)			
Substrate type:		Choose One: Substrates	
Substrate product:		Choose One: Substrates	
Other substrate specifications (Product Type, Color, Vinyl #):			

**NEON / L.E.D. CONFIGURATION**

Neon Color:	Choose One: Neon	
Neon Color:	Choose One: Neon	
LED Color:	Choose One: LED	
Linear Feet:		
Tube Size:		
Number of Strokes:		
Assembly:	STANDARD	

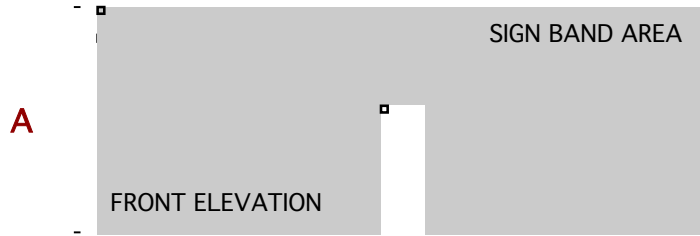
**OTHER SPECIFICATION NOTES**

**SITE SURVEY FORM**

Job#:	
Job Name:	
Job Address:	
City/ST/Zip:	

**BUILDING ELEVATIONS**

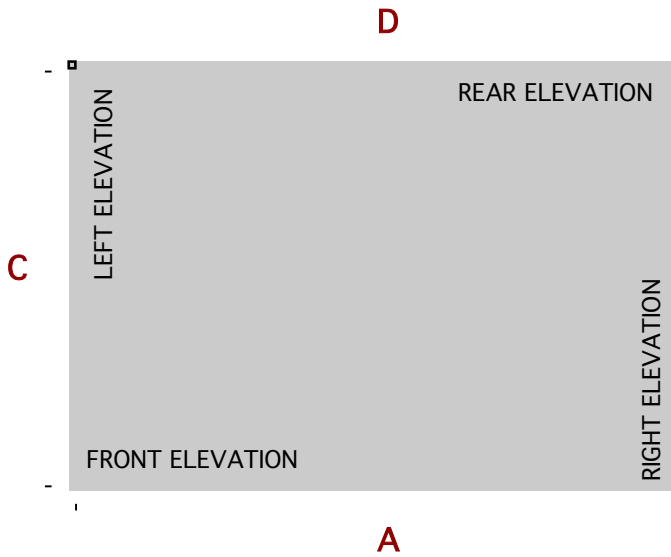
**Building Height:**



**Building Height:**

<b>A:</b> Building Height:	
<b>B:</b> Sign Band:	
<b>C:</b> Height:	

**Building Length:**



**Building Length:**

<b>A:</b> Front Elevation:	
<b>B:</b> Right Elevation:	
<b>C:</b> Left Elevation:	
<b>D:</b> Rear Elevation:	

**Elevation Type:**

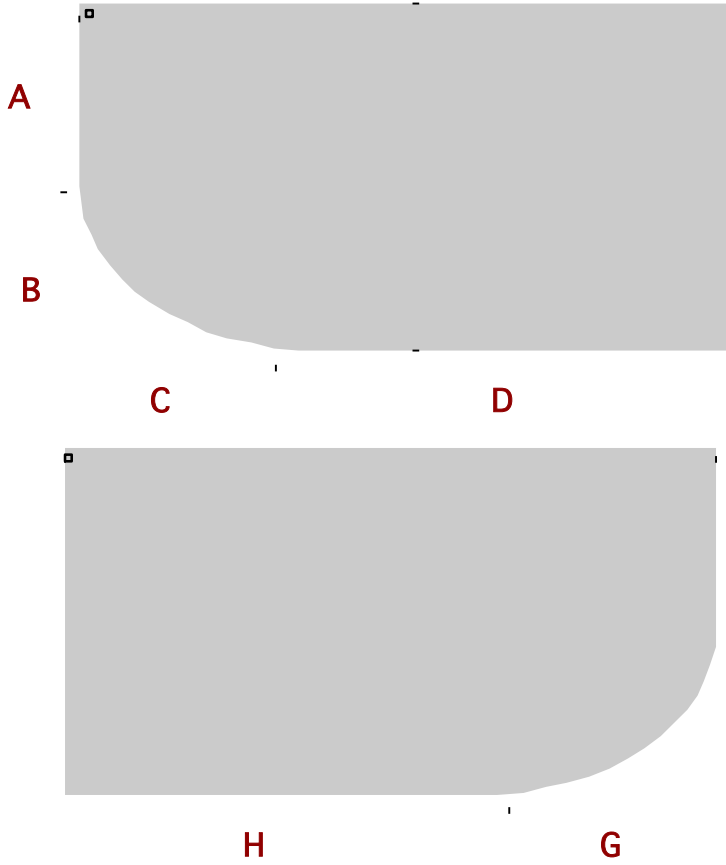
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mansard	Parapet	Facia	Canopy	Roof	MPF

**NOTES • ACCESS NOTES**

**SITE SURVEY FORM**

Job#:	
Job Name:	
Job Address:	
City/ST/Zip:	

**CURVED FAÇADE**



**Façade Measurements:**

**A =**

**B =**

**C =**

**D =**

**E**

**E =**

**F**

**F =**

**H**

**G**

**G =**

**NOTES**







EMPLOYMENT APPLICATION FORM			
Company Name:			
Company Address:			
City/ST/Zip:			
Phone:		Fax:	
PERSONAL INFORMATION			
Today's Date:			
Legal Name: (L,F,M)			
Nick/Preferred Name:			
Present Address:			
City, State, Zip:			
Home Email:			
Home Phone#:			
Home Phone#:			
Social Security #:			
Drivers Lisc: (state/#)			
EMPLOYMENT DESIRED			
Position Desired:			
Date You Can Start:			
Salary Desired:			
Are You Employed:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If Yes, May We Inquire of Your Present Employer <input type="checkbox"/> YES <input type="checkbox"/> NO
Ever Applied To This Company Before?:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Where and When?:			
EDUCATION HISTORY			
Name & Location Of School	Years Attended	Did You Graduate?:	Subject Studied
Grammar:			
High School:			
College:			
Trade or Other School:			
MILITARY SERVICE			
Branch:		Rank:	
		Years in Service:	
GENERAL INFORMATION			
Subjects of Special Interest, Study, Research; Special Training or Skills, Sign Industry Experience:			

PRE-EMPLOYMENT QUESTIONNAIRE • EQUAL OPPORTUNITY EMPLOYER

FORMER EMPLOYERS: List Your Last 4 Employers, Starting With Last One First				
Date: Month / Year	Name and Address of Employer	Position	Salary	Reason For Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				
REFERENCES: List 3 People Not Related To You, Whom You Have Known At Least One Year				
Name	Business Name and Address	Years Known		
<p><b>AUTHORIZATION:</b> "I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.</p> <p>I authorize investigation of all statements contained herein and the references and the employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.</p> <p>I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.</p> <p>This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."</p>				
Date:	Signature:			
Interviewed By:			Date:	

-----DO NOT WRITE BELOW THIS LINE-----

Remarks:				
Neatness:		Character:		
Personality:		Ability:		
Hired:	Dept:	Position:	Start Date:	Salary:

Approved:      1. Employment Manager /   2. Department Head /   3. General Manager