Signage and Display RFQ Template

A sign is more than its print, because material, fixing, lighting and installation decide most of the price. This template collects what a sign maker or display supplier needs to quote the same job.

Part 1. The request

Use one template per sign or display type, and attach photos of the site with measurements when the sign is mounted on a building or a wall.

Sign or display type Facade sign, channel letters, lightbox, wayfinding, roll-up, exhibition wall	
Location Indoor or outdoor, height above ground, wall or ground mounted	
Size Width × height (× depth) in mm, and the visible area	
Material Aluminium composite, acrylic, PVC foam board, steel, textile	
Print or finish Direct print, vinyl, powder coating, colours and Pantone references	
Lighting None, front lit, back lit or halo, and how power reaches the sign	
Fixing Wall fixings, posts, hanging system, base plates or stands	
Installation Supplier installs or delivery only, site access, lifts, working hours	
Removal Old signs to be taken down and disposed of	
Quantity Number of signs and identical copies	
Delivery or installation date Date and any opening or event date that cannot move	

Warranty and service What the supplier covers and for how long	
Artwork Vector files, fonts, who adapts the design to the sign	
Deadline for quotes Date	

Part 2. Materials at a glance

Material	Typical use	Consider
Aluminium composite panel	Facade signs, outdoor panels	Rigid and weather resistant, and needs a suitable fixing system for the size.
Acrylic	Lettering, lightboxes, reception signs	Gives a clean finish and lets light through, but scratches if handled roughly.
PVC foam board	Indoor signs, short campaigns	Light and affordable, so it suits indoor use more than long outdoor exposure.
Textile (SEG frames)	Exhibition walls, shop interiors	Easy to transport and replace, and the frame size must match the fabric print.
Steel or stainless steel	Monuments, nameplates	Very durable, heavier, and usually longer to produce.

Part 3. Outdoor and illuminated signs

- [ ] Ask which protection rating (IP rating) the electrical parts have for outdoor use.
- [ ] Ask whether LED modules and power supplies can be replaced without taking the sign down.
- [ ] Agree who arranges the electrical connection on site and who signs off the installation.
- [ ] Check with the property owner and the local authority whether a permit is needed before you order.
- [ ] Ask how the sign is fixed for wind load at the height and location where it will hang.

Part 4. Installation day

- [ ] Site access, parking and the times when work is allowed are agreed in writing.
- [ ] Lifts, scaffolding or road closures are included in the quote or clearly excluded.
- [ ] The supplier knows what is behind the wall, such as insulation or cables.
- [ ] Photos of the finished installation are part of the delivery.

Part 5. Compare the quotes

- [ ] Production, installation, lighting and removal are priced as separate lines.
- [ ] Every supplier quotes the same material and the same size of visible area.
- [ ] Lead time includes production, any permit time you agreed on and installation.
- [ ] Warranty, service and spare parts are described in the same way.

> On Flobid you can send this request once to sign makers and display suppliers that deliver to your country, and compare their quotes side by side for free.