

Premium Post Mounted School Signs

School / Organization Name:

Please Give as Many Details as Possible

Postal Address:

Date:

Your Name:

Email:

Telephone:

Postcode:

Facsimile:

Your Enquiry

Please include details of the sign panel sizes and shapes, background colours, the wording you require, post colours, would you like decorative finials ?, are extra length posts required ? - Send as many details as possible along with any drawings / sketches, copies of logo's, school crests or artwork that you would like included on your signs. Our designers will then work with this information to design your new school signs and will send you a colour proof and our quotation for your consideration.

Description / Sketch:

Please Indicate with **X** as Required

Square Powder Coated Posts

☐ Y

☐ N

Circular Powder Coated Posts

☐ Y

☐ N

Additional Information Slips Required

☐ Y

☐ N

Decorative Post Mounted Finials

☐ Y

☐ N

Quotation Required for Installation

☐ Y

☐ N

Extra Length Posts Required (Give Details)

☐ Y

☐ N

Please Give as Much Information as Possible

Signs4Schools

www.schoolsigns-uk.co.uk

Signs Scott Ltd
Unit 9, Munday Works
58 - 66 Morley Road
Tonbridge
Kent. TN9 1RA

Tel: 0800 988 3563
Fax: 0800 988 3564
sales@schoolsigns-uk.co.uk

Sign Guide: We appreciate that sourcing and buying a new school sign is maybe something that you have never done before. It can be confusing with so many different options, colours and sizes to choose from.

Being one of the UK's leading educational signage suppliers we are here to help. To date we have supplied or completed over 15,000 signage projects for UK schools and educational establishments from simple classroom door signs through to complete site rebranding and installation. We are a family run signage and display company with a trading history stretching back to 1947 and a wealth of experience in the educational sector.

Information

Information is the starting point

- What is the purpose of your new sign ?
- What information do your new sign wish to communicate ?
- What image would you like your new sign to project ?
- Where do you want to position your new sign for maximum impact ?

Decisions

Make some basic decisions

- Write it down
- Do a simple sketch or drawing
- Decide on the colours to be used
- Decide on your wording, Logo's, Crests



Choices

HELP !!!

With so many choices would our **FREE No Obligation Design Service Help ?**

Our designers have many years experience working with, notes, sketches and basic ideas. By using this service it is a starting point where you can see what your proposed new school signs may look like. Not only will you receive a colour visual for your consideration but we will also send you a quotation and any other options that are applicable.

Information

Sorry...
Back to Information again

Information is what we need.. As Much Information as Possible Please

Our designers are good at what they do but they are only as good as the information you give us. The more information you can give us, the better. 10 minutes of your time writing down your requirements and doing a simple sketch or drawing will give our designers a good idea of what you want to achieve. They will then work with this information to design eye-catching school sign designs for you to look at. Amend it, change it, compare it or even throw it in the bin..... we are happy to amend any designs until you are 100% happy with what you see. Then and only then would we ask you to sign the final proof that you are happy and place your order with us.

Nobody Likes Problems :-)

Problems !!

Like you, we work hard to avoid any problems. In the past we have found that most problems arise because we were not given the correct information in the first place. The visual element of your new signs is checked, checked and checked again by you, by our designers and by our production team but most problems arise when you receive your new signs and a beautiful 3 metre tall hedge has suddenly grown in front of where your new sign was supposed to go. A new metal Palisade fence was installed during the summer holidays. Please check for obstructions, longer posts can be supplied but we need to know about these obstructions before we dispatch your signs or we arrive on site to install them. We need to know sizes of railings for fittings, diameters of existing posts, opening times, closing times term times, tea break times :-)

No matter how small if you think its relevant then please tell us.

CHECKLIST

- ☐ The Sign Panel Size & Shape
If you are undecided approximate panel sizes are a good starting point.
- ☐ What Wording Would You Like on Your New Signs ?
We will supply a colour visual for you to check or amend until you are 100% happy
- ☐ Would You Like to Include any School Logo's, Crests or Emblems ?
Please send us the best quality images or artwork that you have available
- ☐ What Colours Would You Like Used on Your News Signs ?
Look at our colour charts and our designers will use the colours you select on the visual
- ☐ Where and How are Your New Signs to be Fitted ?
In Concrete ? In Grass ? Tarmac ? Flowerbed ?
- ☐ Do You Require any Additional Options Added to Your Visual ?
Protective Face Film ? Coloured Posts ? Additional Sign Slips ? Decorative Finials ?
- ☐ Are There Any Obstructions ? ie Hedges, Fences, Railings or Walls ?
Make sure your new school signage can be seen clearly
- ☐ Are Extra Length Posts Required ? Have you Told us ?
If our standard posts are not long enough we have larger & longer posts to suit all locations