



DESIGN
PRINT
WEB
MOTION
SIGNAGE

SIGNAGE & GRAPHIC PRODUCTION AND FITTING LEAD TIMES

ARTWORK LEAD TIME

- UPON RECEIPT OF DESIGN PROJECT BRIEF OUR ARTWORK TEAM WILL AIM TO SUPPLY A PROOF WITHIN 5-7 WORKING DAYS* ALTHOUGH THIS LEAD TIME IS USUALLY QUICKER.
- PRODUCTION / MANUFACTURE OF ITEMS WILL COMMENCE ONCE ARTWORK IS FULLY SIGNED OFF.

MANUFACTURING LEAD TIME

- SIGNAGE / GRAPHICS WILL BE MANUFACTURED WITHIN 5-7 WORKING DAYS FROM ARTWORK SIGN OFF*
- ILLUMINATED AND FABRICATED SIGNAGE WILL BE MANUFACTURED WITHIN 10-14 WORKING DAYS FROM ARTWORK SIGN OFF*

INSTALLATION PROCEDURE

- ONCE SIGNAGE / GRAPHICS ARE MANUFACTURED, OUR INSTALLATION DEPARTMENT WILL INFORM YOU OF THE EARLIEST AVAILABLE FITTING DAY.
- INSTALLS ARE CARRIED OUT BETWEEN 8AM-4PM MONDAY TO FRIDAY.
- INSTALLATION TIME CAN BE DELAYED IF UNDER LINING ISSUES WITH THE BUILDING ARE DISCOVERED DURING REMOVAL OF EXISTING SIGNAGE.
- ADDITIONAL 1ST FIX BUILDING WORKS REQUIRED AFTER PREVIOUS SIGNAGE IS REMOVED IS CHARGEABLE.

NEED AN UPDATE ON YOUR ORDER?

- FOR QUESTIONS ABOUT THE MANUFACTURING PROCESS OR INFORMATION ON FITTING TIMES CALL OUR OFFICE AND ASK TO BE TRANSFERRED TO PRODUCTION DEPARTMENT.
- FOR QUESTIONS ABOUT ARTWORK PLEASE CALL OUR OFFICES AND SPEAK TO YOUR DESIGNATED GRAPHIC DESIGNER WITHIN OUR DESIGN STUDIO.

- * WORKING DAYS ARE MONDAY TO FRIDAY 8AM-5PM.
- * OUR LEAD TIME COMMENCES THE NEXT WORKING DAY FROM SIGN OFF.
- * ALL LEAD TIMES ARE SUBJECT TO PROJECT/BRIEF.

EXPRESS TURNAROUND?

- EXPRESS TURNAROUND IS CALCULATED ON THE SPEED THAT YOU REQUIRE.
- NEXT DAY - 100%, 2 DAYS 75%, 3 DAYS 50%, 4 DAYS 40% - ADDITIONAL SURCHARGE.
- THIS CHARGE COVERS OVERTIME REQUIRED TO FULFIL YOUR ORDER.