OBEINSON ENTERPRISE, LLC

CUSTOM SIGN

Intake Questionnaire

Tell us about your project so we can prepare an accurate design and quote.

Fill in on screen and save, or print and complete by hand. Return to info@obeinsonenterprise.com or submit online at obeinsonenterprise.com/#signs

SECTION 1 Contact & Project Overview

Contact information

Business / organization name

Contact name

Email address | Phone number

Installation address

What is the main goal of this sign? (Select all that apply)

- ☐ Storefront / Primary Business Identification
- ☐ Roadside Visibility (Pylon / Monument)
- ☐ Wayfinding / Directional
- ☐ Interior Decor / Wall Branding
- ☐ Temporary / Event Advertising
- ☐ Compliance / Safety / ADA

SECTION 2 Sign Specifications & Location

Where will the sign be installed?

- ☐ Outdoor (Building Wall)
- ☐ Outdoor (Freestanding / Ground / Pole)
- ☐ Indoor (Reception / Wall)
- ☐ Window / Glass
- ☐ Vehicle / Fleet

What type of sign are you looking for? (If known)

- ☐ Channel Letters (Individual 3D letters)
- ☐ Cabinet / Lightbox Sign
- ☐ Dimensional Letters / Flat Cut Letters
- ☐ Monument or Pylon Sign
- ☐ Banner / Vinyl Graphic
- ☐ A-Frame / Sidewalk Sign
- ☐ Digital / LED Electronic Display
- ☐ Unsure / Need Recommendations

Does the sign need illumination?

- ☐ Yes – Front-Lit (Standard internal LED)
- ☐ Yes – Halo-Lit / Back-Lit (Soft glow behind letters)
- ☐ Yes – External Spotlights
- ☐ No – Non-Illuminated

What are the approximate dimensions required?

Height | Width

Not sure? Overall size of the space

SECTION 3 Design, Branding & Materials

Do you already have high-resolution design files or artwork?

- ☐ Yes (Vector files: .EPS, .AI, .SVG, or print-ready PDF)
- ☐ Partial (Logo available, but need help with sign layout)
- ☐ No (Need full design services)

Are there specific brand colors or materials required?

Brand Pantone / HEX colors _____

Preferred materials _____

e.g., Brushed Aluminum, Acrylic, Wood, Brass, Brick base

SECTION 4 Permits, Installation & Timeline

Do you own or rent the building / property?

- ☐ Own
- ☐ Rent / Lease (Landlord approval is usually required prior to production)

Do you require permit acquisition services?

- ☐ Yes (Handle city/local sign permits for me)
- ☐ No (I will handle the permits)
- ☐ Unsure

What is your target completion date?

- ☐ As soon as possible (1–2 weeks)
- ☐ Standard timeline (3–6 weeks)
- ☐ Flexible / Specific grand opening date: _____

What is your estimated budget for this project?

- ☐ Under $1,000
- ☐ $1,000 – $3,000
- ☐ $3,000 – $7,500
- ☐ $7,500 – $15,000
- ☐ $15,000+

SECTION 5 Additional Details

Anything else we should know about the installation site?

e.g., wall material, height off the ground, electrical access

Signature _____ Date _____