

Artwork And Quotation Checklist

Email the completed answers to admin@signlettersupplier.com. There is no form to fill in on our website.

Four items produce an exact price. Everything below them refines it.

Required

Item	What to send
■ Vector artwork	AI, EPS or CDR. Convert text to outlines so the font does not have to travel with the file. A PDF works if it contains vector artwork rather than a placed image.
■ Finished letter height	In millimetres, measured on the finished letter. Not the cap height of the font file and not a dimension at an unstated scale.
■ Material and finish	For example 304 stainless, brushed. Or aluminium, powder coated to RAL 7016. Or 10mm acrylic, painted to a Pantone code.
■ Illumination	Not illuminated, frontlit, backlit halo, edge lit, RGB, or a lightbox. If unsure, describe where you want the light to appear.

Helpful If You Have It

Item	Why it matters
■ Pantone or RAL colour code	A screen colour or a photograph is not a specification. The code goes on the order and is reused on repeat batches.
■ Return depth, and any fascia limit	Landlords often cap how far a sign may project. A shallow return needs tighter LED spacing.
■ Wall construction	Decides whether stud, bolt or tape fixing is realistic. Tape needs a clean, flat, non-porous surface.
■ Stand-off distance on halo work	Controls how tight or soft the corona looks. It changes the whole appearance.
■ Photograph of an existing sign	For a replacement letter, show the return and the rim as well as the face, plus fixing centres if known.
■ Quantity and delivery country	Drives the freight estimate and whether consolidating into one carton is worth it.
■ Required date on site	Work backwards: production 5–7 or 7–10 days, express 4–5 days, plus your own artwork approval time.

Questions We Will Ask Back

Question	Because
Is the sign indoors or outdoors?	Rules electroplated gold and painted PVC in or out immediately, and decides 304 against 316.
Is the letter over 400mm high?	Above that we recommend rim construction to hold the acrylic face flat.
Is the wall pale, smooth and flat?	On halo work the wall makes the effect. Dark or textured surfaces will not carry it.
Might the letter set grow later?	Powder coating runs as a batch; a later addition can shift in colour.

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