

Sign Systems

COMPLETE INTERIOR WAYFINDING SIGNAGE



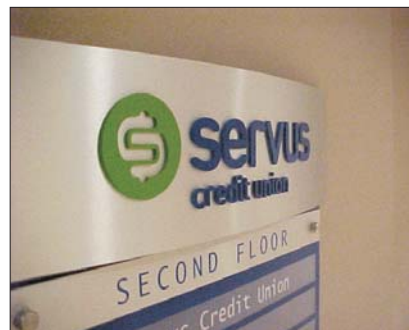
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DESIGN • FABRICATE • INSTALL

Directories

FREESTANDING AND WALL MOUNTED DIRECTORIES



Plaques

CHANGEABLE AND PERMANENT IDENTIFIERS



Leading the way...

COMSIGN

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We have many years of experience in this very specialized area of the sign industry. Presented below is a basic overview of the process of creating an effective, attractive system which will enhance the appearance and function of your facility.

Creating a Signage Program – The Process

1. Call us to set up an appointment for a meeting on site. Describe the scope of the project. Explore our website to become familiar with what we do.
2. We will meet you on site if possible, or in our office to discuss your basic needs and expectations. We will take photos, measurements and match colours as required. We will ask you to tell us your personal preferences and thoughts on what you want to achieve.
3. Based on our findings, we will map out a plan and provide samples, literature and resources which will better assist you in visualizing the “image” and function you are looking for.
4. After you’ve studied the resource materials, noted your preferences and conveyed them to us, Comsign will produce a preliminary design and budget. The budget will be based on sign types. ie. Main Directory, Floor Directory, Door Sign, Secondary Signs.
5. Once the basic concept and unit cost are approved, you will need to forward to us a more accurate quantity of each sign type. Comsign will take this information and provide you with a more accurate estimate for the project.
6. Once you have signed off on the quotation and provided the deposit, Comsign will prepare the final working drawings for your approval.
7. When drawings are approved, we will set an estimated production and installation schedule.
8. When job is completed as proposed, the balance of agreed funds is due.
9. We take great pride in our work. We keep accurate records of our jobs and will take photos of the finished project. We are committed to maintaining our sign systems. As is the nature of interior signage, changes and updates are inevitable as tenants come and go. You will receive and order form to fill in a fax to us as needed.

We look forward to hearing from you. Please don’t hesitate to call or email.