

Customer name:

Site location:

SITE VISIT

Visit date and time:

Take accurate measurements including height, width, position of fixtures and angles or curves in the surface.

Do windows, doors or glass panes need to incorporate the design? Yes / No

Take photographs of all relevant areas, including front views and close-ups of any fixtures.

What are the most crucial parts of the design?

Is colour accuracy important? Yes / No

What type of use will the space have?

Are there any extremes of temperature or humidity? Yes / No

Is the area well lit? Yes / No

Are there any restrictions or regulations regarding VOCs? Yes / No

Other comments

Obtain necessary permits or permissions for installations in public or private areas.

Inspect the surface for any loose or damaged plaster, or protrusions.

Repair any dents or cracks.

Apply a test patch on the surface.

Inspect test patch after 24-48 hours.

DESIGN AND PREPARATION

Produce a digital mock-up and send this to the client.

Date of approval:

Choose an appropriate media.

Media name:

Locate the technical information for the media.

Notes from technical information:

Download the ICC profile and install it in RIP.

Print test swatches and send to customer.

Date of approval:

Arrange installation date and time and request additional actions from customer.

Check weather forecast for installation day.

Installation date and time:

Additional notes:

PRINTING

Check ink levels and replace if necessary.

Ensure that all nozzles are firing correctly.

Perform bi-directional alignment.

Leave print to dry or outgas.

Trim the graphics.

Inspect the prints for any damage or defects.

Package graphics carefully for transport.

EQUIPMENT

Precision knives Rotary cutters

Snitty cutters Knifeless tape

Fine needles Gloves

Squeegees Micro squeegees

Narrow roller Wide roller

Heat gun Digital thermometer

Application tape Magnets

Ladder/scaffolding Cleaning brush

Cloths Filling putty

Spatula/trowel Sandpaper

Vacuum cleaner Cleaning solution

INSTALLATION

Check surface for dust/debris and moisture.

Protect fixtures with application tape.

Ensure vinyl is trimmed at the floor and ceiling and around fixtures.

After installation, wipe entire graphic down.

HANDING OFF

Take photographs of the completed work.

Obtain customer permission to share photographs.

Give customer instructions on maintaining the graphic for maximum longevity.

Upsell or cross-sell additional services.

Give customer instructions for sharing a review.

Before leaving, ensure area is clean and remove any waste.