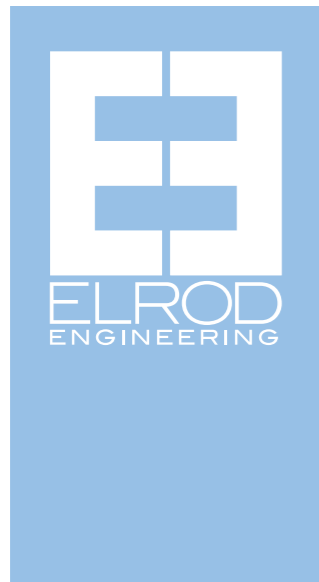


# PROJECT MANAGER'S CHECKLIST

What information do I need to submit an order for an engineered drawing?

## the basics:

- Date of Request
- Due Date
- Job # / PO #
- Project Manager
- Project Manager Office  
*(If your company has multiple locations.)*



## site specific:

- Store Number *(If applicable.)*
- Street Address
- City, State + Zip Code
- Applicable Building Code
- Risk I Wind Speed (Freestanding Signs)
- Risk II Wind Speed (Wall Attached Signs)
- Is the Geo-technical Report Available?
- Snow/Seismic considerations?

## the end results:

- Ship To Address:
- Recipient
- Street Address
- City, State + Zip Code
- Is this a revised design?