

## Lobby Sign *Planning Tips*

When planning, the overall size of the sign should be scaled proportionally to the wall and space.

*To get started, follow these steps:*

- 1.** Take a photo of the wall taken straight on, with no angles. Stand far back to be sure to get the entire wall, if possible.
  
- 2.** Measure. Take measurements of the height and width of the wall.  
No measuring tape? No problem! Simply tape a standard piece of paper sized 8 <sup>1/2</sup>" x 11" to the wall -- that way we can scale off that measurement.
  
- 3.** Email the photo, measurements, and your logo (in vector format: .ai, .eps, .pdf) to us at: [info@northcoastsigns.net](mailto:info@northcoastsigns.net)

Next, we will create a proof of the sign on the wall, scaled proportionally. That way we can suggest which size of letter will work best to appropriately fit the space. Once we know dimensions, then we can estimate the cost of the project, and recommend materials to work within your budget.