



Gopher Sign Process

Our goal is to provide an effective, streamlined process path to help your project succeed within budget, with high quality products, and on time delivery.

1

Information

- A. Who are you?
 - B. When do you need it?
 - C. What do you want?
 - D. What to expect?
- Provide contact info and ship to zip code
 - Define your expectations, are your needs budgetary or ready to order?
 - Does our current lead time align with your project or is an expedite required?
 - What item type, option details, and quantities are required?
 - Based on your needs, our sales team will carefully draft and supply a budgetary estimate or formal quote

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Ordering

- A. Order Commitment
 - B. Payment
- Provide signed copy of formal Quote with all Bill-To, Ship-To and line item information confirmed
 - A customer order number will be created
 - Payment Terms application available upon request
 - Existing terms or credit card payment in full required

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Approval

- A. Art Upload
 - B. Preflight Process
 - C. Confirmation
- An upload folder will be created and shared with the designated user
 - All submissions are carefully reviewed and aligned with the order
 - Digital proofs are created for customer approval
 - Customer approves final print files
 - Order Acknowledgment is sent out with estimated ship date and confirmed order details.

4

Production

- A. Fabrication
 - B. Inspection
 - C. Packaging
- Our highly skilled team goes to work on your project with pride
 - Each item is inspected for quality defects
 - Your order is carefully packaged to ensure success of shipment

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Delivery

- A. Shipping
 - B. Receipt
- Shipped via the best suited logistic solution
 - Inspect shipment upon receipt to confirm no damage and complete order is received.
 - Enjoy your Gopher Sign product for years to come