

# CUSTOM SIGN REQUEST FORM



Date (D-M-Y) \_\_\_\_\_

PO# \_\_\_\_\_  
(office use only)

Agent Name: \_\_\_\_\_

Property Name: \_\_\_\_\_

Division: Retail Industrial

Address: \_\_\_\_\_

Office Investment

Distance	Service Level	Attach
Local with Custom Sign	10 business days	Photo or map with location
Out of Town with Custom Sign	15 business days	Photo or map with location

**\*\*MORE THAN ONE SIGN PER PROPERTY IS CONSIDERED A CUSTOM SIGN\*\***

**\*\* ANY SIGN WITH THE DIMENSIONS OUTSIDE OF 4'X8' IS CONSIDERED A CUSTOM SIGN\*\***

**\*\*THERE ARE NO "RUSH" INSTALLATIONS, NOR REMOVALS. ALL SIGN REQUESTS GO INTO THE QUEUE WITH THE SIGN COMPANY\*\***

<b>NEW INSTALL</b>	For Sale	Standard Sign # of signs: _____ <small>(Standard signs are 4'x8', D/S, on steel posts)</small>	Custom Sign Custom Sign Size: _____ <small>(Custom signs require prior approval from Brett Killips)</small>
	For Lease	Steel Posts	Wood Stand + Sandbags
	For Sale/Lease	Fence install <small>(provide photo)</small>	Building install <small>(provide photo)</small>
	For Sublease	Overlay Message:	
	Placement Notes:		

**Filling out the custom sign request form does not equal approval; it is a request only. The following deal questions must be completed and your answers must be approved before the custom sign request is reviewed for approval.**

1) What is the probability of earning the commission as a percent (%)? \_\_\_\_\_

2) What is the listing term and expiry date? \_\_\_\_\_

3) What is the gross fee (\$) ? \_\_\_\_\_

*Agents must have permission to install signs on a property or building prior to submitting any Sign Order. The sign company has the option to modify the location of a sign at the time of installation based on information gathered while on site. Once the sign is installed all liability is the responsibility of CWE. Immediately report any damage to a sign or damage to personal property to your Sales Administration Manager as soon as possible. CWE has 18 hours to advise the sign company of incorrect placement in order for the sign company to change the location at no charge. Excessive sign changes will be billed to the sales associate.*