

# STANDARD SIGN REQUEST FORM



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

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

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

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

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

Division: Retail Industrial

Office Investment

**Distance**  
Local with Standard Sign  
Out of Town with Standard Sign

**Service Level**  
3 - 5 business days  
5 - 7 business days

**Attach**  
Photo or map with location  
Photo or map with location

**\*\*ONE "STANDARD SIGN" PER PROPERTY - ADDITIONAL SIGNS ARE "CUSTOM SIGNAGE" (see custom sign form)\*\***

**\*\*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 (4'x8', D/S, on steel posts)	Wood Stand + Sandbags	Fence install (provide photo)	Building install (provide photo)
	For Lease	Notes:			
	For Sale/Lease				
	For Sublease				
	Overlay Message:				

<b>EXISTING SIGN</b>	For Sale	Standard Sign (4'x8', D/S, on steel posts)	# of signs _____	Custom Sign	Custom Sign Size _____				
	For Lease	Notes:							
	For Sale/Lease					New Overlay	Relocate (provide photo)	Repair	Remove
	For Sublease					Overlay Message:			

*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.*