



GraphX Direct will place your residential sign, signpost, and other accessories at your listing location. We also place stick-in yard signs for listings, directionals and open house signs. Other accessories include brochure boxes and lock boxes. We will change message riders too. If you don't have a **SOLD** rider of your own we provide the rider itself at no charge.

Residential Sign Placement Policy

GraphX Direct will make every effort to install/remove the requested sign **by next business day** after receipt of your request. Major holidays excluded.

The **deadline for receipt is 5:00 PM**. A request received on Friday will be installed/removed by the end of the day on Monday. Saturday and Sunday are not considered business days.

Use our website, **www.GraphXDirect.com**, to request your installation/removal/repair of signs to prevent miscommunication.

Include directions to property and City. Accurately tell us Steet, Avenue, Drive, Lane, Court, etc. and North, South, East or West.

Vacant Lots or Land **must be marked in advance** by Realtor to ensure prompt and accurate placement.

Post installation includes setting and removing the post and panel. We will service the install once for installation errors, unsatisfactory location of post or weather damage and **store your panels at no charge**.

A \$12.00 fee will be charged for additional trips, customer refusal of install, or invalid address/unable to find property.

If post is not found at address for removal we will send e-mail notification that post could not be found. We will return once to pick-up the post after confirmation that post has been found and is available for us to pick up. If post is not recovered in 2 weeks there will be a \$45.00 Lost Post charge.

Damage or destruction of post from weather, hit by car, vandalism or theft will also result in a \$45.00 Lost Post charge.

Due to neighborhood restrictions, easements, tree roots and buried utilities, there is a possibility the post or sign will not be installed in the most ideal location.

Installation Fee

Removal Fee

8' Wood Post & Sign Panel	\$30.00*	8' Wood Post & Sign Panel	Included
Stick-in Yard Sign	\$12.00	Stick-in Yard Sign	\$12.00
Open House or Directional Sign	\$12.00	Open House or Directional Sign	\$12.00
Add Rider or Change Rider	\$10.00	Remove Rider	\$10.00

*Installation and Removal Fees are for our standard Allen County service area. See map on reverse side for add-on travel fees for Extended Service Areas.

Submit placement and removal requests online at www.GraphXDirect.com

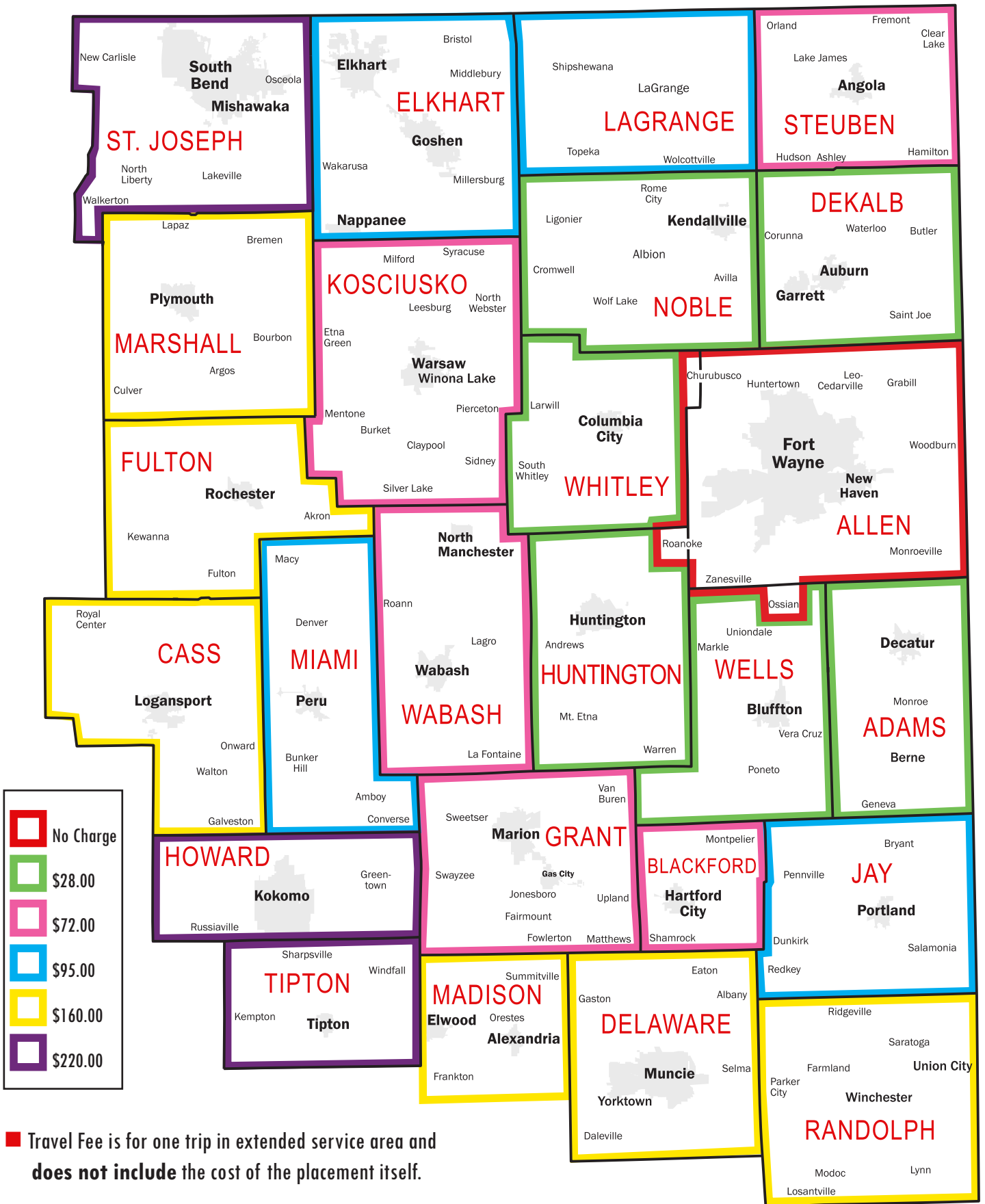
Office Hours:

Mon-Thurs 8:00am to 5:00pm, Fri 8:00am to 4:00pm

Phone:

260-747-5168 & 260-478-8697

Extended Service Area Travel Fees for Sign Placement



	No Charge
	\$28.00
	\$72.00
	\$95.00
	\$160.00
	\$220.00

- Travel Fee is for one trip in extended service area and **does not include** the cost of the placement itself.
- Travel Fee is for commercial or residential sign placement.
- Fee will be charged at time of sign placement and again at time of sign removal.
- Areas not on map will be quoted per job.