

# A Checklist for Your Warehouse Label Installation Project

## PHASE I: PLANNING AND ESTIMATING

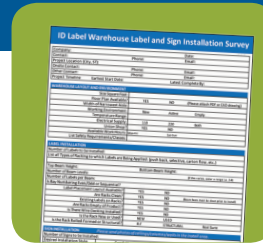
**Deliverable:** project estimate and scope

**Customer actions:**

- Complete ID Label installation intake survey
- Provide floor plan with measurements
- Provide preliminary data file with accurate quantities

**ID Label actions:**

- Recommend product types and installation approach
- Provide complete project estimate and overview



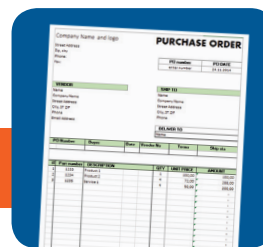
Installation Survey

BC	HR	Arrow
A0501	A-05-01	U
A0502	A-05-02	D
A0503	A-05-03	L
A0504	A-05-04	R
A0505	A-05-05	N

Accurate Data File

Purchase Order

Proof Approval



## PHASE II: DESIGN AND PRODUCTION

**Deliverable:** custom-engineered labels and signs produced and formatted for efficient installation

**Customer actions:**

- Provide purchase order
- Submit 30 percent deposit to ID Label
- Provide final, formatted data file (delineating characters for each aisle, bay, level, etc.)
- Approve proofs for production (within 24 hours of receipt)
- Confirm what time of day installation team has access to the facility
- Alert ID Label to any special delivery instructions or appointments required

**ID Label actions:**

- Develop proofs, secure client approval
- Confirm proposed installation date
- Assign installation team and book travel
- Rent or ship required equipment and supplies (e.g., scissor lifts, generators, lighting, etc.)
- Manufacture labels and signs (10-15 days)
- Ship finished materials to installation site (2-4 days)

## PHASE III: ON-SITE INSTALLATION

**Deliverable:** completed on-site installation

**Customer actions:**

- Confirm facility is ready for installation (racking, electrical, water, accessible areas, etc.)
- Provide onsite contact

**ID Label actions:**

- Successful installation of labels and signs per project work order

