



SIGNAGE HANDOVER CHECKLIST

Verify the work before
final payment



GOOD
VIBES

The Signage Handover Checklist

Verify the work before you release the final payment

What you get from this guide

A point-by-point inspection you can run on site in 15 minutes - so you never pay in full for signage that is misaligned, badly lit, or unsafe.

Why this Matters

Most signage problems are invisible on the day of installation and obvious six months later - a dark LED patch, a letter that lifts in the first rains, wiring that was never earthed. The handover meeting is your last point of leverage. This checklist turns that meeting into a structured inspection instead of a quick nod.

How to use it

- Walk the site with the vendor and tick each box together.
- Anything left unticked becomes a written punch-list item before final payment.
- Photograph every issue - photos settle disputes faster than words.

A. Visual quality

- ☐ Signage is aligned straight and level
- ☐ All spelling, names and taglines are correct
- ☐ Logo proportion matches the approved design
- ☐ Brand colours match the approved sample, not a close substitute
- ☐ Letter spacing is even across the whole sign
- ☐ Finish is clean - no scratches, dents or tool marks
- ☐ No visible glue, stains, patches or overspray

B. Lighting

- ☐ Every LED module lights up
 - ☐ Brightness is uniform across the full sign
 - ☐ No dark patches or visible hotspots
 - ☐ No light leakage from joints or edges
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- ☐ Colour temperature is correct and consistent
- ☐ Timer / auto on-off is set and working
- ☐ All wiring is concealed

C. Structure & mounting

- ☐ Signage is firmly mounted with no movement
- ☐ Nothing shakes, rattles or feels loose
- ☐ Correct fasteners used for the wall / surface type
- ☐ Weatherproofing and sealing are done at all joints
- ☐ Edges are finished cleanly
- ☐ No sharp exposed corners at hand height
- ☐ Maintenance access is possible without dismantling

D. Electrical safety

- ☐ Power supply is correctly installed and rated
- ☐ Earthing is done where required
- ☐ Waterproof connectors used on all outdoor joints
- ☐ A dedicated MCB / isolator is available
- ☐ Wiring is safely routed and protected
- ☐ Load capacity has been checked against the supply

E. Handover documents to collect

- ☐ Final approved design file
 - ☐ Material specification sheet
 - ☐ Warranty card with start date
 - ☐ Maintenance instructions
 - ☐ Vendor contact for service
 - ☐ Installation photographs
 - ☐ Tax invoice
 - ☐ Test certificate (where applicable)
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If something fails the check

Do not treat a failed item as a favour to be fixed later. List it in writing, attach the photo, agree a correction date, and hold a fair portion of the final payment against it. A professional vendor will welcome this - it protects them as much as you.

YOUR NEXT STEP

Want a second pair of expert eyes?

Before final handover, run this checklist yourself.

For a professional on-site signage inspection in Indore and across India, ThinkTree can step in before you sign off.

Talk to ThinkTree

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Share your site location, a rough size, and a photo of your current signage - and ThinkTree will come back with a practical plan.
