



STANDARD SIGNAGE
ORDER FORM AND AGENT AGREEMENT V3

Contact Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Site Name / Address: \_\_\_\_\_

Agent ID: \_\_\_\_\_ Request Date: \_\_\_\_\_

Network Agent: \_\_\_\_\_ Site Photo Attached: Y / N

- Vinyl Window Graphics: Large Internal (1000mm x 1000mm) [ ] Work ordered
Vinyl Window Graphics: Large External (1000mm x 1000mm) [ ]
Vinyl Window Graphics: Small External (1000mm x500mm) [ ]
Vinyl Window Graphics: Small Internal (1000mm x500mm) [ ]
Standard Light-box: Large (1260mm x 400mm x 100mm) [ ]
• Installation: Internal or External (Please circle)
Standard Light-box: Small (940mm x 300mm x 100mm) [ ]
• Installation: Internal or External (Please circle)

Conditions of Install

- i) It is the agent's responsibility to take reasonable steps to ensure that signage is maintained ie kept reasonably clean and most importantly safe for themselves, staff and their customers.
ii) Western Union light boxes, provided on the condition that these are turned on during business hours and where possible after dark, until 10.00pm.or other approved time.
iii) Electricity usage (for hanging light boxes as per item ii) and cleaning costs (as per item i) remain the responsibility of the agent.
iv) Installation of electrical points for light boxes in not considered part of the standard process. Any electrical installation costs are to be PRE-APPROVED by Western Union
v) A standard lead time of 3-4 weeks exists for most signage orders
vi) The removal, relocation and repair of any signage or any installations cancelled within 24 hours notice will be at the agent's expense unless otherwise agreed by Western Union.
vii) Any problems or questions with signage please report immediately to FRED PANZETTA (Sign A Rama) ON 02 9388 9255

Western Union conditions have been approved and agreed upon

Agent signature: \_\_\_\_\_

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

## Additional Information for External Lightbox Requests

Is the roof flat or does or at an angle? \_\_\_\_\_

(N.B. -If at an angle a clear photograph is required)

What is the height from the roof to the ground? \_\_\_\_\_

Is there a power outlet already supplied? **Y / N**

If so, how far away is it from the Installation area? \_\_\_\_\_

Which party will be connecting power? **Western Union / Sub-Agent**

Are there drop bars already in place? **Y / N**

Is the Lightbox to be installed a high wind area? **Y / N**

If Yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide any other details that may affect the installation of the lightbox

\_\_\_\_\_

\_\_\_\_\_

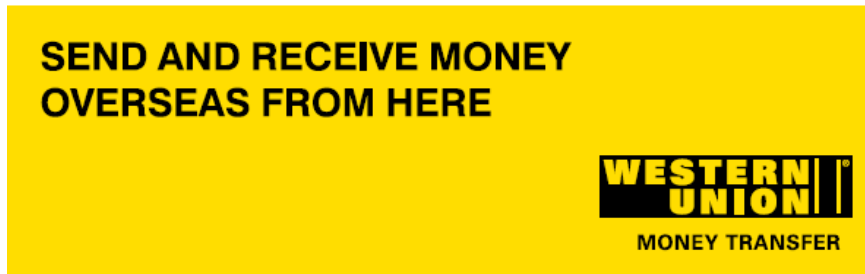
\_\_\_\_\_

\_\_\_\_\_

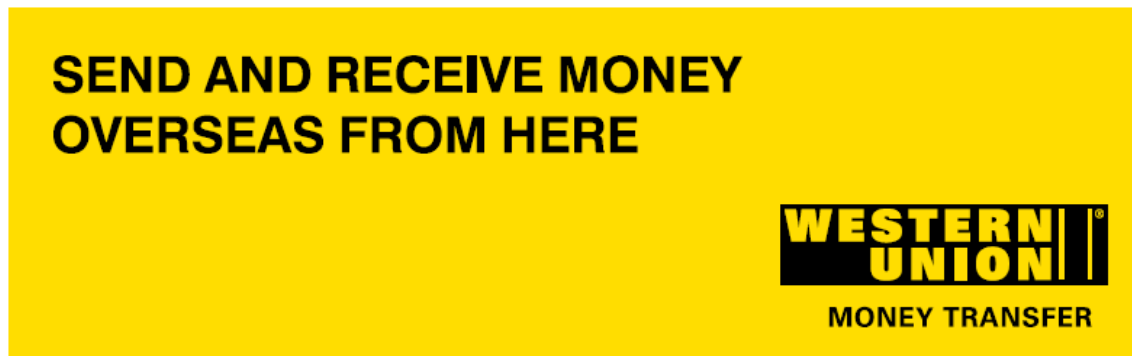
**BDM Approval**

**Signed:** \_\_\_\_\_

## Lightbox Range



**Small Lightbox**  
**940mm x 300mm x 100mm**



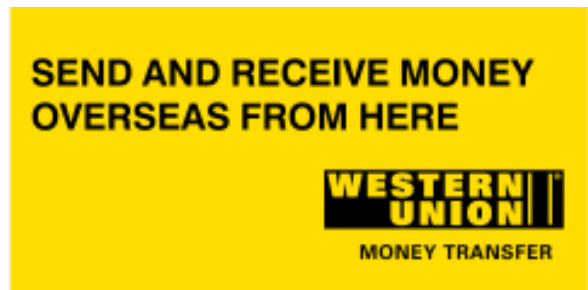
**Large Lightbox**  
**1260mm x 400mm x 100mm**



## Window Decal Range



**Large Window Decal**  
1000mm x 1000m



**Small Window Decal**  
1000mm x 500mm

