GraphX Direct will place your residential sign with sign post at your listing location. We also place stick-in yard signs for listings, directionals and open house signs. 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 Wood Post Sign Placement Policy

Post installation includes setting and removing the post and panel. We store your panels at no charge between listings. **We require at least 3 panels in inventory to support post service.** Standard placement is for 90 days.

GraphX Direct will make every effort to install/remove the requested sign **by the next business day if the sign panel is in our inventory**. If a sign panel needs printed for a listing, allow **TWO additional business days** prior to install. 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.**

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

Vacant Lots or Land must be marked in advance by the realtor to ensure prompt and accurate placement and will carry an **additional fee of $30.00**.

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.

We will service the placement once for installation errors. **An $18.00 fee is charged for additional trips, customer refusal of install, or invalid address.**

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 the post is not recovered in 2 weeks there will be a $165.00 Lost Post charge**. Damage or destruction of a post from weather, hit by a car, vandalism or theft will also result in a $165.00 Lost Post charge.

Billing for all accrued installs is sent at the end of the month with payment due in 15 days or charged on a credit card. We must have a credit card on file to begin services. Your account must be kept in good standing or will be at risk of delay in services.

Placement and Removal Requests MUST be made online at www.GraphXDirect.com

Installation Fee		Removal Fee	
8' Wood Post Rental *ONE PER LOT*	$40.00*	8' Wood Post Removal	Included
Stick-in Yard Sign - *PER STOP*	$18.00	Stick-in Yard Sign - *PER STOP*	$18.00
Open House or Directional - *PER STOP*	$18.00	Open House or Directional - *PER STOP*	$18.00
Add or Change Rider - *PER STOP*	$15.00	Remove Rider - *PER STOP*	$15.00
Add or Change Lockbox - *PER STOP*	$15.00	Remove Lockbox - *PER STOP*	$15.00
Change Hanging Panel - *PER STOP*	$18.00	Service post or repair panel - *PER STOP*	$18.00

*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.

graphX direct INC.

Office Hours: Mon-Thurs 8:00am to 5:00pm, Fri 8:00am to 4:00pm **Phone:** 260-478-8697

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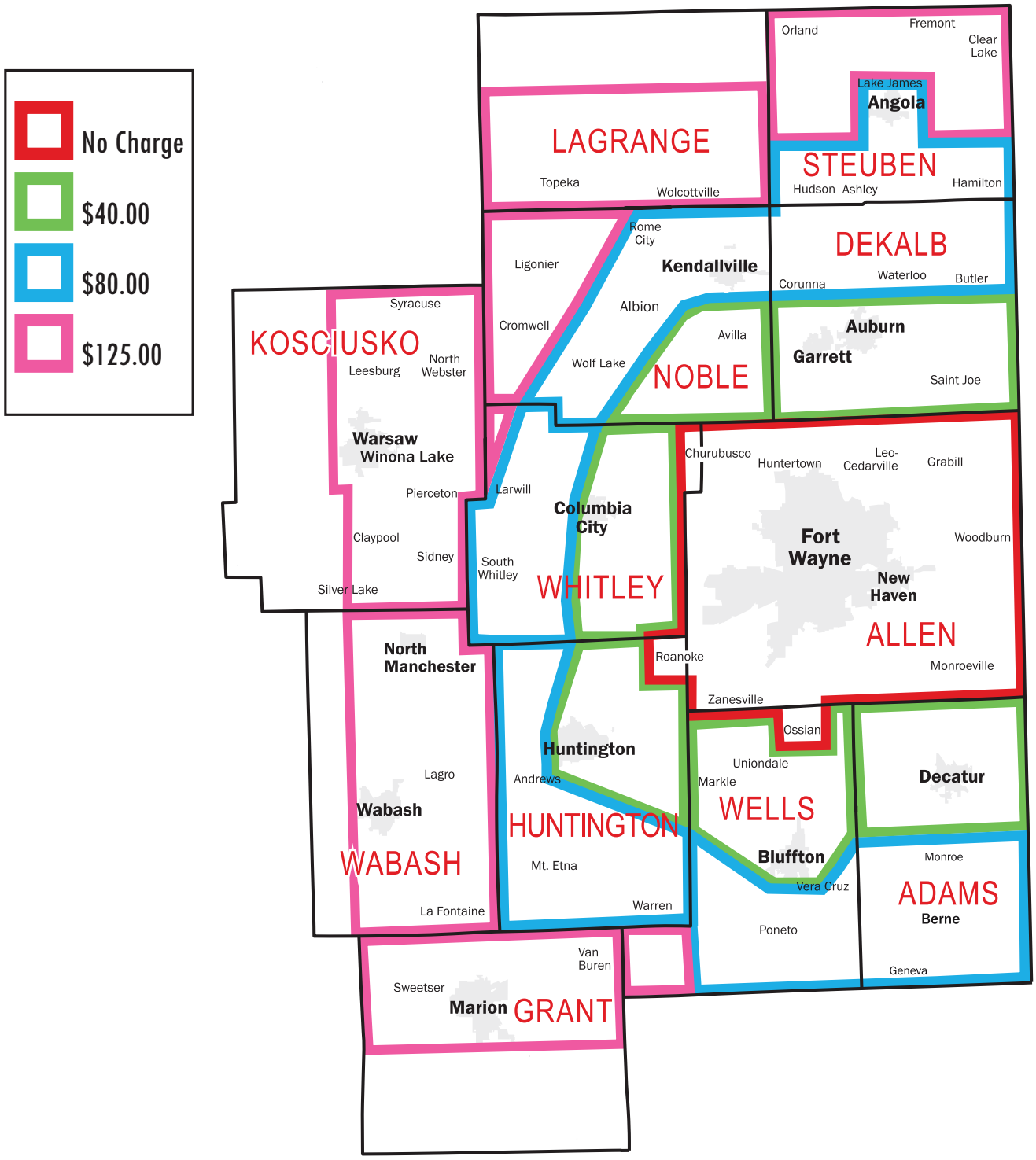
Extended Service Area Travel Fee Add-on for Wood Post Placement



- Travel Fee is for **EACH placement** within the extended service area and **does not include** the cost of the post placement itself.
- Fee will be charged **once** at time of sign placement and **again** at time of sign removal.

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