

Dealer's Sign Vendor Close Out Process

Home Page:		Visible By:	Dealer's Sign Vendor, Dealer, SDM, Co-op, BDMO, Director
Spanish Version:	None	Issue Date:	8/26/09

Overview

The purpose of this process is to define the required documentation needed to close out the signage portion of a store build to ensure that opening occurs as scheduled.

Guidelines

Dealer will submit the following complete closeout package within 4 weeks of sign install:

Close Out Documents:

- **Content PAR #:** Copy of PAR given at job start.
- **Sign Packs:** Copies of the approved sign packs from TMO, Landlord, and Governing Agency.
- **Pictures:** Actual photos of the sign in place.
- **Invoices:** Copies of the sign vendor and subcontractor(s) complete invoices.
- **Lien Waivers:** A copy of all final lien waivers from sign vendor and all subcontractors (installers, expeditors, etc)
- **Affidavit of Payment:** Copies of the affidavits of payment from the sign vendor.
- **Permit:** A copy of the sign permit
- **Final Inspection:** Proof of final inspection.

Procedures

1. The Dealer's Sign Vendor will submit the required signage close-out documents to the Dealer.
2. The Dealer will submit the required signage close-out documents to the TMO SDM.
3. TMO SDM will submit the required signage close-out documents to TMO Coop

Terms and Acronyms

SDM – Store Development Manager
TMO – T-Mobile
PAR – Pre-Approval Report

Feedback

E-mail any questions or feedback about this policy to William.Pretzel@T-Mobile.com

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