



TO: Plymouth District Library Board **DATE:** August 11, 2026
RE: Interior Signage Quote, **FROM:** Shauna Anderson,
Approval Director

To support the ongoing interior improvements, we sought out quotes for professional interior signage to match the new look and feel of the library.

We need to replace ADA signs for all of our public restrooms and public meeting rooms. We also would like to include signage for all of our public desks and some directional signs for our collections. This amounts to the following:

- 12 overhead signs (34"x7")
- 20 room ID signs w/braille
- 8 restroom signs w/braille

Of the vendors who were able to supply quotes, we recommend approving the quote from Fast Signs in Livonia. They were the most economical option and are able to provide signage that meets our expectations for professional quality and design.

VENDOR	PRICING	NOTES
FastSigns	\$6,548.62	Does not include installation
Interior Office Resource	\$18,461.27	Includes installation and design fees Uses the Takeform line
Library Design Associates	\$17,824	Includes shipping and installation Ordered through ASI

MOTIONED BY ____, SECONDED BY ____, TO APPROVE THE INTERIOR SIGNAGE QUOTE FROM FAST SIGNS FOR \$6548.62 AND ASSOCIATED INSTALLATION FEES.

fastsigns.com/329

Payment Terms: Cash Customer

Created Date: 6/29/2026

DESCRIPTION: Interior signs, Cherrywood Finish

Bill To: Plymouth District Library
223 South Main Street
Plymouth, MI 48170
US

Pickup At: FASTSIGNS Livonia
11918 Farmington Rd
Livonia, MI 48150
US

Requested By: Shauna Anderson
Email: sanderson@plymouthlibrary.org
Work Phone: (734) 453-0750 x 218
Tax ID: Libravy

Salesperson: Kevin Carrithers
Email: kevin.c@fastsigns.com
Work Phone: 248-449-6500

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Suspended Overhead Signs 1/4" thick Double Sided 34x7 Cherry Laminated sign panels with applied graphics and hanging hardware	12	\$233.1758	\$2,798.11
2	ID Room Signs Ada compliant Multi layer Room Signs, Braille Tactile, Cherry laminate	20	\$132.061	\$2,641.22
3	Restroom Signs Ada compliant Multi layer Room Signs, Braille Tactile, Cherry laminate	8	\$138.6613	\$1,109.29

Estimates are valid for 7 days.

Payment Terms

For standard orders, a 50% deposit is required for work to begin. The remaining 50% is due PRIOR to pickup or installation. Expedited orders must be paid in full up front.

Initial design and 1 basic revision are included in the quoted price. Additional proofs and design changes will be billed based upon the complexity of the required revisions, starting at a base rate of \$50.

All products are owned by FASTSIGNS until final invoice is fully paid.

Subtotal:	\$6,548.62
Taxes:	\$0.00
Grand Total:	\$6,548.62
Deposit Required:	\$3,274.31
<i>Credit Card Surcharge:</i>	3.00%
<i>Total with Surcharge:</i>	\$6,745.08
<i>Deposit with Surcharge:</i>	\$3,372.54

Signature: _____ **Date:** _____