

ALL ACRYLIC SIGNS ARE SHIPPED WITH A PROTECTIVE FILM TO PREVENT SCRATCHES DURING TRANSIT.  
PLEASE REMOVE THIS BEFORE FITTING.

# Screw Cap Fitting Instructions

You should have the following parts provided by us:

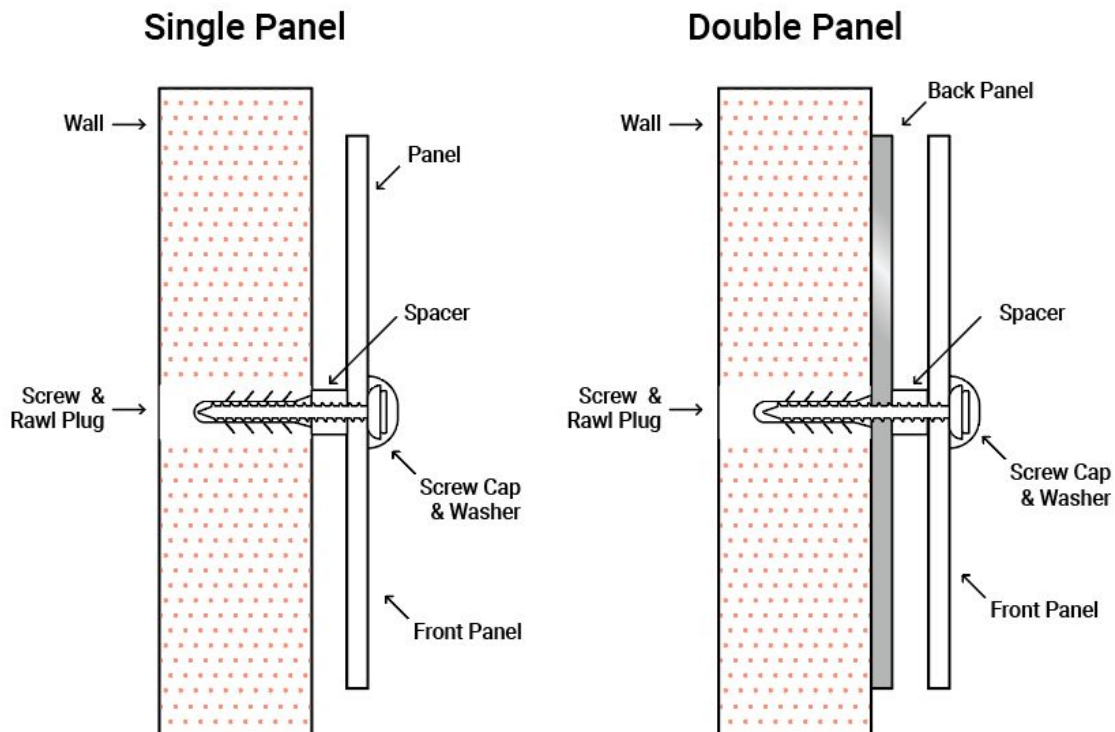
- Screws & Screw Cap
- Rawl Plugs
- Spacer
- Plastic Washer
- Sign

Additional tools you will need:

- Spirit Level
- Pencil
- Drill & 5mm Drill Bit
- Screwdriver

Please read all instructions carefully before proceeding and note that we do not take any responsibility for incorrectly installed signs or drilled holes. If you are missing any pieces from your fixing kit please get in touch with us before starting.

PROFILE VIEW



## Installing Your Sign

1. We recommend using the sign panel as a template for marking the drilled hole centres. Place your sign against the wall, using a spirit level to make sure your sign is level and mark the hole centres with a pencil.
2. Using a 5mm drill bit, drill into the wall and insert rawl plugs. If drilling into a wood surface, there's no need to use the rawl plugs however you may need to drill a pilot hole first.
3. If you have a single panel sign, the spacer goes directly against the wall behind your plaque.  
Alternatively if you have two panels, the back panel rests against the wall instead, with the spacer being in front of the back panel. Please see cross-section for clarification.
4. Place the plastic washer on the outside of the panel. Push the screw through the spacer and the washer, then begin tightening with a screwdriver.
5. Now simply push the screw cap on to the plastic washer until it is firmly into position.