



2400 Holly Road  
Neenah, WI 54956  
**PHONE:** 920.734.1601  
**FAX:** 920.734.1622  
[www.AppletonSIGN.com](http://www.AppletonSIGN.com)

# PROPOSAL

260129-01  
Date: 02/23/2026  
Expires: 03/25/2026  
Drawing Numbers: 260129-01

**Project:** Village of Harrison - Fire Department  
W5298 HWY 114  
Menasha, WI 54952  
**Client:** Village of Harrison  
W5298 State Hwy 114  
Harrison, WI 54952  
**Contact:** Chad Pelishek 920.989.1062 cpelishek@harrison-wi.org

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
1: Manufacture and Install the following:	
A. One(1) D/F Internally Lit Monument Sign w/ EMC for Fire Department	\$49,766.98
2. Signage Permit(s) as required. Price will be adjusted to reflect actual cost as assessed by municipality.	
3. Permit Obtainment and Processing	\$150.00
<hr/>	
<b>Deposit Rate: 75%</b> <b>Deposit: \$37,437.74</b>	<b>Subtotal: \$49,916.98</b>
	<b>Total: \$49,916.98</b>

This proposal does not become effective until signed and dated by Appleton Sign Company and may be withdrawn if not accepted within thirty (30) days. Appleton Sign Company shall also be entitled to withdraw any proposal presented in error if evidence of a typographical, pricing and/or similar error is discovered that would significantly change the scope of work, price or other material portion of the proposal. In such instance as a proposal is withdrawn, Appleton Sign Company shall present a revised proposal. Client has no obligation to accept any revised proposal. The prices, specifications, terms and conditions contained herein are satisfactory and are hereby accepted. Appleton Sign Company is authorized to do the work as specified. Payment will be made in accordance with the terms below.

**NOTE:** All prices are subject to applicable sales tax. prices are based on available information given at the time and are subject to change.  
**SALES TAX:** All sales tax will be charged on final invoice.  
**EXCLUSIONS:** Sales tax, permits, obtainment fees, engineering, primary wiring, final electrical connection or traffic control equipment are NOT included in the above quotations, unless specifically stated.  
**WARRANTY:** One(1) Year Limited Warranty against defective materials and one(1) year guarantee on parts and labor.  
**PAYMENT TERMS:** 75.0% down payment is required, balance due upon completion/installation. A 3.5% processing fee will be added to each credit card transaction. We accept Visa, Mastercard and Discover credit card payments.  
**ELECTRICAL:** All signs are wired at 120 volts unless otherwise specified in writing. For wall mounted signs, it is the Client's responsibility to provide access behind the wall for wiring and bringing the primary power within 10' of the sign location unless specified in writing.

**Sign project will be placed into production after receipt of all of the following:**

**Salesperson: Eric Cates**

Buyer \_\_\_\_\_ Seller \_\_\_\_\_



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**1) Signed proposal acceptance 2) Signed drawing approval 3) Down payment 4) Permit approval.**

Approximately five(5) business days after receipt of these requirements, an estimated completion date will be communicated to the Client. Any alteration or deviation from the above specifications will be executed only upon written change order(s), and will become an extra charge, to be paid by the Client, over and above the proposal amount. Supplemental permits, if required by municipalities, are not reflected in this proposal. If applicable, and procured for Client by Appleton Sign Company, permit(s) will be billed at cost plus an applicable obtainment/processing fee in addition to the total proposal amount above.

**TERMS AND CONDITIONS**

1. Both parties hereto agree and understand that the title to said sign, together with all property furnished pursuant to this Agreement, shall remain in Appleton Sign Company's possession until paid for in full. It is further agreed and understood that until this Agreement is paid in full, that said sign, together with any additions thereto, shall at all times be deemed personal property and shall not by reason of attachment or connection to any realty be deemed or become a fixture of appurtenance to such realty. Said sign shall be servable and removable from any realty in accordance with the provisions of this Agreement.
2. The Client shall have full responsibility for any parts and materials on its premises, or premises that Client will be occupying, and for the value of all services provided by Appleton Sign Company in respect thereto. At all times subsequent to delivery of any parts and materials to premises, the Client shall be fully liable for any damage or loss, whether or not said parts and materials are covered by insurance, and will not affect the rights of Appleton Sign Company to enforce the purchase price then unpaid.
3. The Client shall secure all necessary permits from the building owner, and/or others whose permission is required for the installation of the sign and said Client shall be liable for any obstruction of delivery due to delay in obtaining such permission, and if Client executes this contract of sales without ever obtaining permission from party or parties necessary for the installation of said sign, then Client purchases same and is bound to the terms and conditions of this contract as though Client had obtained said permission and Client agrees to relieve Appleton Sign Company from any liability for its failure within ten (10) days of delivery to erect or install said sign.
4. All sizes, dimensions, and elevations as shown on drawing(s) are an approximation only and are subject to variation based upon field measurements and standard component dimensions. Client agrees to provide service feed wire of suitable capacity and approved to location of display in advance of installation, and make connection thereof to display.
5. During the period in which construction and erection of said sign is in progress, Appleton Sign Company agrees to have its workers covered by worker's compensation insurance and further agrees to carry liability and property damage insurance covering injuries to or death of persons and damage to property as a result of accidents for which Appleton Sign Company is responsible. Insurance certificates will be furnished upon request.
6. Appleton Sign Company shall not be held responsible for delays due to accidents, strikes, war, natural disasters, inclement weather, or any other delays beyond our control.
7. When pier drilling is necessary, Appleton Sign Company will contact Digger's Hotline to locate public utilities. Location of private utilities is the sole responsibility of the Client. In the event poor ground conditions are encountered in the drilling process, to the point where special equipment is required, the Client may incur additional charges.
8. In the event building, soil, underground, or overhead conditions or obstructions are encountered which impair installation of said sign, Client agrees to pay for all additional costs of installation attributed to such conditions or obstructions.
9. Appleton Sign Company will make repairs to walls, roof, and roof coverings opened by Appleton Sign Company during installation of said sign. In making such repairs, Appleton Sign Company does not assume responsibility for re-bonding of roof covering installed by others.
10. All materials are to be as specified or of similar quality. All work will be completed in a workmanlike manner according to standard practices. Appleton Sign Company provides a limited warranty on sign products. This warranty covers ballasts, transformers, and original workmanship for one (1) year from the original invoice date. Labor to replace ballasts and transformers will be warranted for ninety (90) days from the original invoice date. Lamps of any type and the labor to replace those lamps will be warranted for ninety (90) days from the original invoice date. This warranty excludes all damages caused by natural acts or vandalism. Unless otherwise agreed in writing, all warranties are null and void if final invoice is not paid within forty five (45) days from invoice date and/or if any service/maintenance work is performed and/or modifications are made to sign(s) or component(s) by any company or agent other than Appleton Sign Company.
11. Upon default for the payment of any sums herein agreed, Appleton Sign Company may, at its option, declare the balance fully due and payable without further notice to Client; and Client agrees to pay interest on said balance, when declared due at the rate of 1.5% per month on the unpaid balance, 18% annual rate. Client further agrees to pay all reasonable costs of collection of said balance incurred by Appleton Sign Company, including reasonable attorney's fees and court costs.

**Salesperson: Eric Cates**

Buyer \_\_\_\_\_ Seller \_\_\_\_\_



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12. Both parties agree that any suits brought pursuant to this Agreement shall be brought in the courts of Winnebago County, Wisconsin.

13. The invalidity or unenforceability of any particular provision of this Agreement shall not affect any other remaining provision(s) hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provision(s) were omitted.

14. This document constitutes the entire Agreement and understanding between both parties and shall not be considered modified, altered, changed, or amended in any respect except as provided herein, unless in writing and signed by the duly authorized officers, employees, or owners of each party.

**Salesperson: Eric Cates**

Buyer's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Seller's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_