

# GUIDELINES FOR APPLICATION OF DOOR SIGNS IN SELF ADHESIVE VINYL

Recommended materials required: Clean soft cloth or duster and your Door Sign.



## APPLICATION

(DRY METHOD FOR APPLICATION TO CLEAN DRY SURFACES ON THE VEHICLE)

### Designated position of door signs:

The City of Birmingham Private Hire Vehicle door signs are to be positioned in a central position, both horizontally and vertically on both rear doors of the vehicle.

*The signs must be attached directly to the vehicle and only in accordance with these Instructions.*



First choose the correct area on the rear door, see left, by offering the door sign up to the designated central position on the rear doors. Now thoroughly clean the surface where the sign is to be applied with a clean, dry cloth or duster.



Wipe clean with damp cloth

Peel off about small segment of the backing paper from one end of the door sign, see picture right, and fold over to expose a portion of adhesive on the rear of the printed door sign. Now you have formed a 'hinge'.



Make a flap with backing paper

Apply the exposed portion of the adhesive area on the rear of the sign directly to the door, making sure that the sign is horizontal. Now slowly from the 'hinged' area which is now attached to the vehicle, pull off the remainder of the backing paper and smooth down firmly and evenly with a soft cloth.



Slowly pull down the backing sheet and smooth down starting from hinged point.

*n.b. Take care to expel all the air as you go by applying pressure from the centre of the sign.*

Finally smooth over sign with soft cloth applying pressure. Any small air bubbles may be pricked with a pin and the air expelled by applying pressure.

*Please note that these industry standard vinyl materials will take a number of hours to achieve maximum adhesion to the surface of the vehicle.*



Smooth whole sign with soft cloth to complete application

## REMOVAL OF DOOR SIGNS

Ensuring that the sign remains in one piece gently peel off from the outside edge and keeping door sign taut pull away from vehicle. Following removal of the sign, clean off any adhesive residue remaining on the vehicle with soapy water. In extreme cases a solvent remover may be appropriate.

Finally wipe down the surface again with a clean, soft cloth leaving paintwork clean and dry. Applying gentle heat with a hairdryer may be helpful.