

Please ensure you check the honours board is securely fixed to the wall before applying any updates. This check should be undertaken prior to every update and in addition to your annual safety check of board installation.



In the case of wooden boards all fixings should be board which prevents the board from being lifted off the securing batten.

In the case of glass effect boards all fixings should be checked including each stand-off fixing.



- New vinyl lettering will be supplied with markers and application tape as above.



- Use the markers to line up the new line of lettering to the underside of existing as above.



- Use a straight edge/ruler and line up the start of the first character with the previous name.



- Secure lettering in place with good quality masking tape as above.



- The masking tape acts as a hinge, use above image as guide.



- Now the lettering is in place cut away the markers, these are not to be applied.



- Hinge the lettering back down onto the board and apply pressure over lettering with asqueegee or similar.



- Ensure a fresh contact is made between tape and lettering and all air is pushed out from material.



- Squeegee in a sideways motion as above.

→ Additional steps on the next page →



- Hinge the lettering over as above and starting in one corner lift off backing sheet.



- In a steady sideways motion remove the complete backing sheet.



- All lettering should be stuck to the application tape as above.



- Starting in the middle of the lettering squeegee upwards through centre of lettering.



- Steady firm pressure required in a single motion. Then move from centre to left & right to complete process.



- Your new lettering should be applied as above with no air or kinks in vinyl. Leave lettering as above for 3-5 minutes.



- Starting from one corner, remove masking tape hinge as above leaving application tape on board.



- Take one corner of application tape and slowly remove in a downward motion at an angle as above image.



- If any lettering comes off with tape, stop process, lay tape back down and apply pressure on letter and re-try removal of tape.

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