

# CARING FOR YOUR REGISTERED OFFICE DISPLAY SYSTEM

Never use cleaning fluids, sprays or abrasive cleaners of any kind. A light dusting with a dry cloth or feather duster should be all that is required.

Individual nameplates can be removed for re-arranging or for returning to us for re-naming. A nameplate at the top or bottom of a column can be most easily removed by sliding the fingers behind the nameplate and pulling forward to unclip it from the wall mount.

Other nameplates require the use of the special tool supplied. Push one of the thin edges of the tool into the narrow gap below the nameplate to be removed. **Put your free hand in front of the nameplate to be removed to ensure that it does not fly out into your face.** Press down sharply on the tool to lever the nameplate out. To replace a nameplate, simply position it on the plastic protrusions and press firmly until it clicks fully home.

## EXCHANGE SERVICE

As you get extra clients, blank plates can be returned to us for naming. Also, when nameplates become obsolete, remove them from the wall and return them to us for re-naming. The current charge for this is £12.49 + P&P + VAT.

When returning nameplates, please pack very carefully making sure that they are protected from getting bent in the post.

# Modular Sign Systems

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