

M

Customer
Logo or
Name
HERE

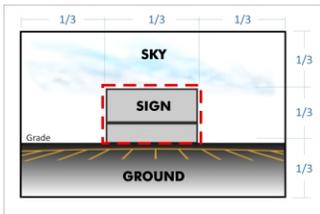
MONUMENT SIGN SURVEY FORM

I have read this guideline and agree to follow it:

Surveyor's Name _____

Signature _____

Date _____



The Rule of Thirds



The Distance Photo



The Close-up Photo



The Side View Photo

Follow these Sign Survey Guidelines

Documentation

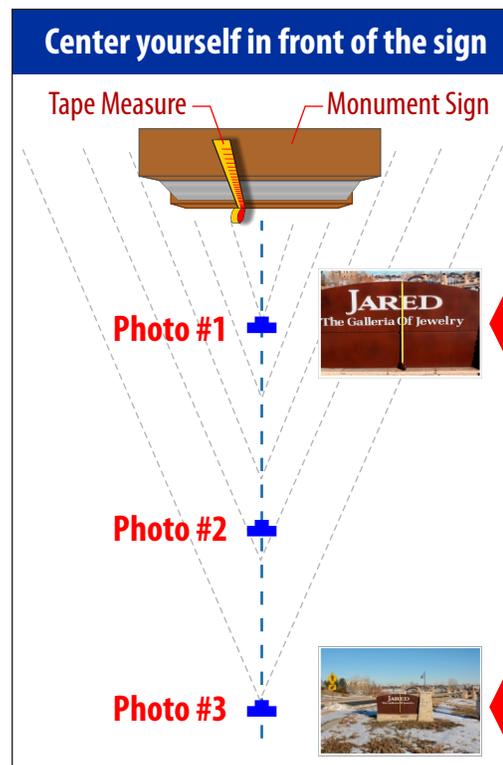
- Write legibly in architectural style: example: **69 3/4" or 5'-9 3/4"** (NOT 69.75")
- Don't round the numbers, document exactly what the dimension is (1/16" tolerance)
- Fill in all the blanks of the survey form.
- If questions or you are unsure, call from the job site for clarification.
- Follow the instructions on Photography and the Rule of Thirds.
- Check your photos, notes and details before you leave the job site.

Photography

- Place tape on sign face, stand straight back from the sign, composing it according to the rule of thirds guideline.
- Step up closer to the sign and where the dimension point is, zoom-in and capture a clear, readable image of the numbers on the tape at that dimension point.
- Hold camera perfectly still while taking the photo for maximum clarity.
- Do this for each side of the sign... face, back and each end.
- Avoid photos that look directly into the sun... wait until the sun is on the sign face.
- Avoid distorted photos by making sure you are standing directly back from the sign.

The Rule of Thirds and Centering the sign in your photo

- Take a minute to compose the presentation photos per the Rule of Thirds.
- Take several photos (1 thru 5) as shown below making sure you are centered. (this gives the designer some options to choose from)



Your close-up photo should look like this...

Note: You must be able to read the numbers on the tape measure

Using the **Rule of Thirds**, your distance photo should look like this...

W

Customer
Logo or
Name
HERE

WALL/CAB SIGN SURVEY FORM

I have read this guideline and agree to follow it:

Surveyor's Name _____

Signature _____

Date _____



The Rule of Thirds



The Distance Photo



The Close-up Photo



The Side View Photo

Follow these Sign Survey Guidelines

Documentation

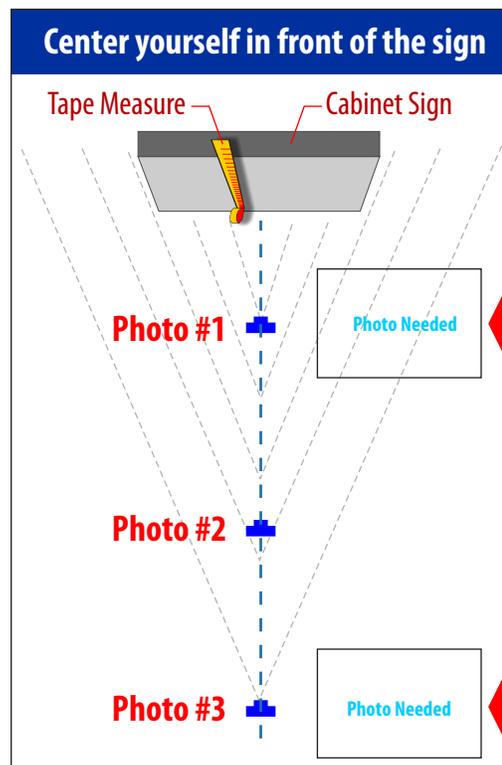
- Write legibly in architectural style: example: **69 3/4" or 5'-9 3/4"** (NOT 69.75")
- Don't round the numbers, document exactly what the dimension is (1/16" tolerance)
- Fill in all the blanks of the survey form.
- If questions or you are unsure, call from the job site for clarification.
- Follow the instructions on Photography and the Rule of Thirds.
- Check your photos, notes and details before you leave the job site.

Photography

- Place tape on sign face, stand straight back from the sign, composing it according to the rule of thirds guideline.
- Step up closer to the sign and where the dimension point is, zoom-in and capture a clear, readable image of the numbers on the tape at that dimension point.
- Hold camera perfectly still while taking the photo for maximum clarity.
- Do this for each side of the sign... face, back and each end.
- Avoid photos that look directly into the sun... wait until the sun is on the sign face.
- Avoid distorted photos by making sure you are standing directly back from the sign.

The Rule of Thirds and Centering the sign in your photo

- Take a minute to compose the presentation photos per the Rule of Thirds.
- Take several photos (1 thru 5) as shown below making sure you are centered. (this gives the designer some options to choose from)



Your close-up photo should look like this...

Note: You must be able to read the numbers on the tape measure

Using the **Rule of Thirds**, your distance photo should look like this...

M

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MONUMENT SIGN SURVEY FORM

Location Name: _____
 Address: _____
 Sign reference: _____ (see site plan - A,B,C)
 Date and time of survey: _____
 Surveyor name: _____
 Contact numbers Cell: _____ Office: _____

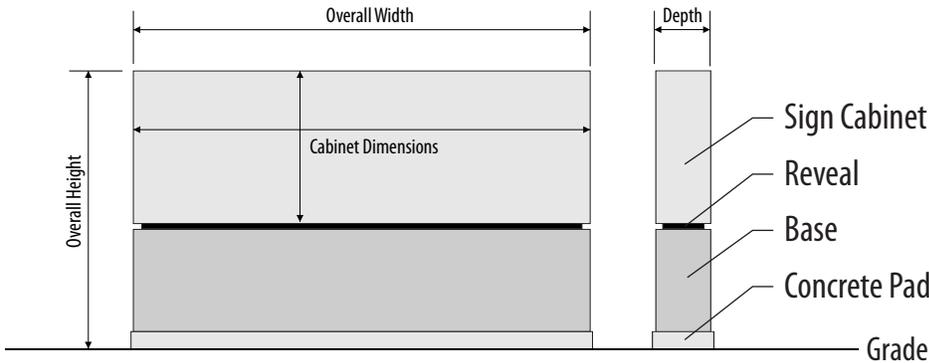
Overall Height: _____
 Overall Width: _____
 Overall Depth: _____

Cut size height: _____
 Cut size width: _____
 VO Height: _____
 VO Width: _____
 Retainer size: _____
 Divider bar width: _____
 Face material: _____

Cabinet height: _____
 Cabinet width: _____
 Routed & Backed: _____
 Routed Push-Thru: _____
 Pole dia: _____
 Distance between poles: _____

Is there a power source: _____
 Is the power source live: _____
 Does the sign illuminate: _____
 Type of lighting inside: _____
 Is sign in need of repair? _____

Explain: _____



Large empty box for drawing the monument sign and providing dimensions.

Please draw the monument sign and provide dimensions
EVERY LINE MUST BE MARKED - put N/A if applicable - BUT FILL IN EVERY LINE!

W

Customer
Logo or
Name
HERE

WALL SIGN SURVEY FORM

Location Name: _____
 Address: _____
 Sign reference: _____ (see site plan - A,B,C)
 Date and time of survey: _____
 Surveyor name: _____
 Contact numbers Cell: _____ Office: _____

Overall Height: _____
 Overall Width: _____
 Overall Depth: _____

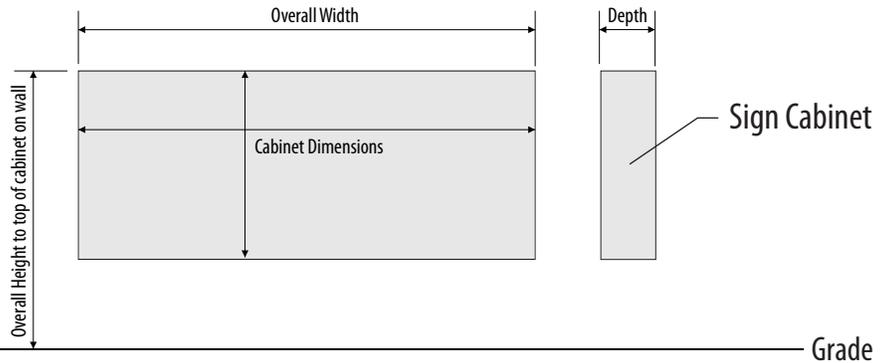
Cut size height: _____
 Cut size width: _____
 VO Height: _____
 VO Width: _____

Retainer size: _____
 Divider bar width: _____
 Face material: _____

Cabinet height: _____
 Cabinet width: _____
 Routed & Backed: _____
 Routed Push-Thru: _____

Is there a power source: _____
 Is the power source live: _____
 Does the sign illuminate: _____
 Type of lighting inside: _____
 Is sign in need of repair? _____

Explain: _____



Please draw the pylon sign and provide dimensions
EVERY LINE MUST BE MARKED - put N/A if applicable - BUT FILL IN EVERY LINE!

Please draw the pylon sign and provide dimensions

EVERY LINE MUST BE MARKED - put N/A if applicable - BUT FILL IN EVERY LINE!



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CHANNEL LETTER SURVEY FORM

Capital Letter Height: _____

Overall Width: _____

Letter Depth: _____

1" or 2" trim cap: _____

Letter Type

Face Lit: _____

Halo Lit: _____

Is there a halo backer: _____

Vinyl on the faces: _____

Open face neon: _____

Raceway

Dimensions: _____

Stock or custom: _____

Illumination

Neon or LED: _____

Is there a power source: _____

Is there an on/off switch: _____

Is there a J-Box: _____

Is the power source live: _____

Do all letters illuminate: _____

Location Name: _____

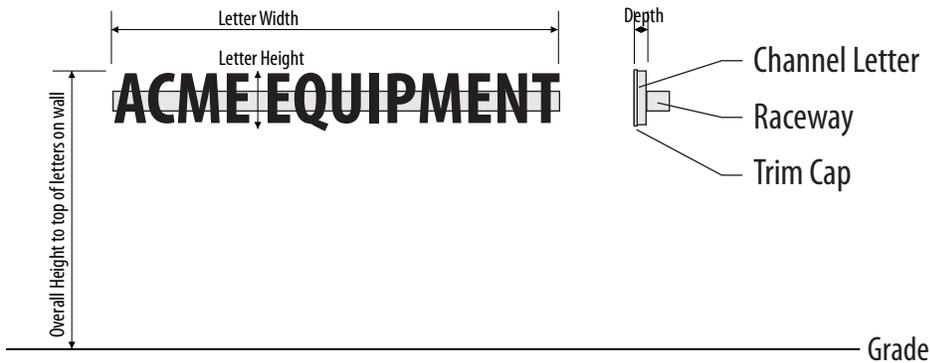
Address: _____

Sign reference: _____ (see site plan - A,B,C)

Date and time of survey: _____

Surveyor name: _____

Contact numbers Cell: _____ Office: _____

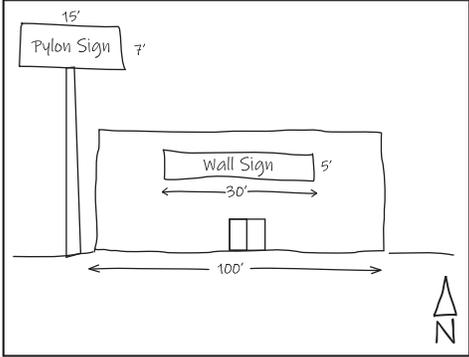


A large empty rectangular box intended for the customer to draw the cabinet sign and provide dimensions.

Please draw the cabinet sign and provide dimensions

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Example of a hand-drawn Building Elevation



BUILDING ELEVATION

Draw your site plan in the box below
or drop in Google Map image with distances added to image

Please draw the building and indicate where ALL THE SIGNS ARE, per A, B, C, etc., and provide dimensions
EVERY LINE MUST BE MARKED - put N/A if applicable - BUT FILL IN EVERY LINE!

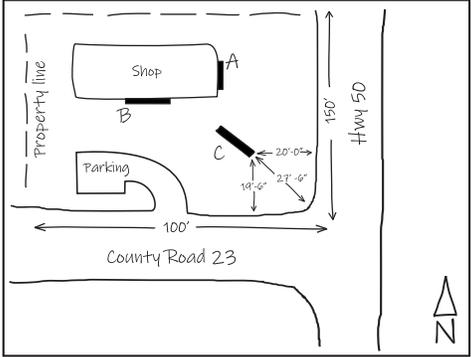


Please make sure your Building Elevation Drawing includes the following details:

- Label signs as A,B,C _____
- Sign Band Height: _____
- Sign Band Width: _____
- Total Building Height: _____
- Total Building Width: _____
- Facial Material: _____
- Type of existing sign: _____

Customer
Logo or
Name
HERE

Example of a hand-drawn site plan



SITE PLAN

Draw your site plan in the box below
or drop in Google Map image with distances added to image

Please draw the site plan & property layout and indicate where the signs are located - A, B, C, etc.
EVERY LINE MUST BE MARKED - put N/A if applicable - BUT FILL IN EVERY LINE!



Please make sure your SITE PLAN includes the following details:

- Sign location(s) _____
- Label signs as A,B,C _____
- Street names _____
- Address of property _____
- Label elevation width _____