

# M

Customer  
Logo or  
Name  
HERE

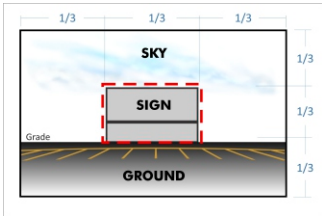
## MONUMENT SIGN SURVEY FORM

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

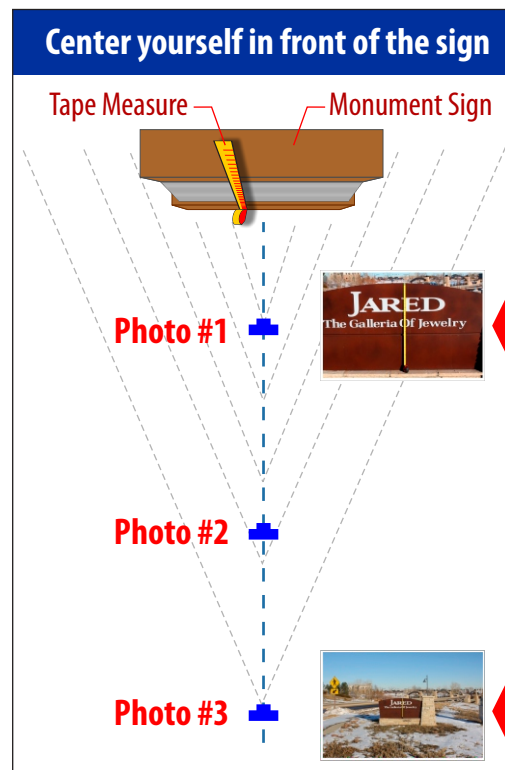
- Write legibly in architectural style: example: **69 3/4" or 5'-9 3/4"** (NOT 69.75")
- Don't round the numbers, document exactly what the dimension is (1/16" tolerance)
- Fill in all the blanks of the survey form.
- If questions or you are unsure, call from the job site for clarification.
- Follow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



Customer  
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# CHANNEL LETTER SURVEY FORM

I have read this guideline and agree to follow it:

Surveyor's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



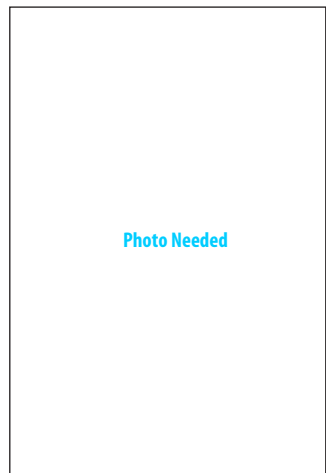
## The Rule of Thirds



## Tape Measure on Sign



## The Close Up Photo



## The Side View Photo

# Follow these Sign Survey Guidelines

## Documentation

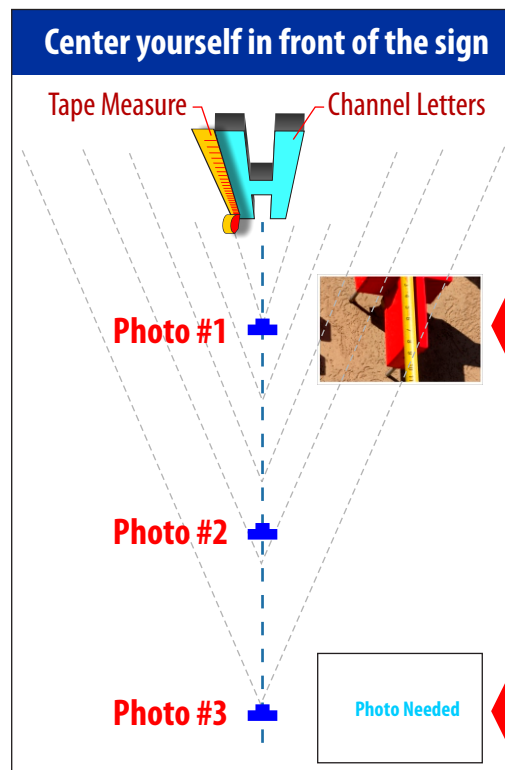
- Write legibly in architectural style: example: **69 3/4" or 5'-9 3/4"** (NOT 69.75")
- Don't round the numbers, document exactly what the dimension is (1/16" tolerance)
- Fill in all the blanks of the survey form.
- If questions or you are unsure, call from the job site for clarification.
- Follow 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 letter 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:

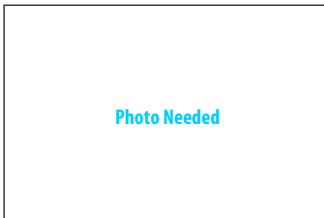
Surveyor's Name \_\_\_\_\_

Signature \_\_\_\_\_

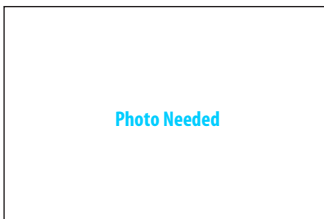
Date \_\_\_\_\_



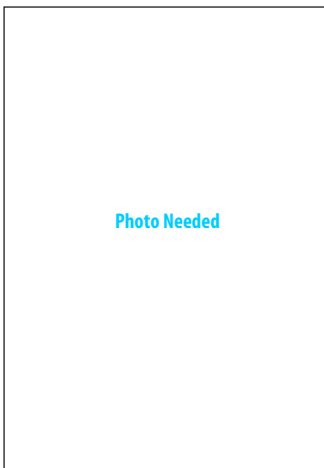
### The Rule of Thirds



### The Distance Photo



### The Close-up Photo



### The Side View Photo

# Follow these Sign Survey Guidelines

## Documentation

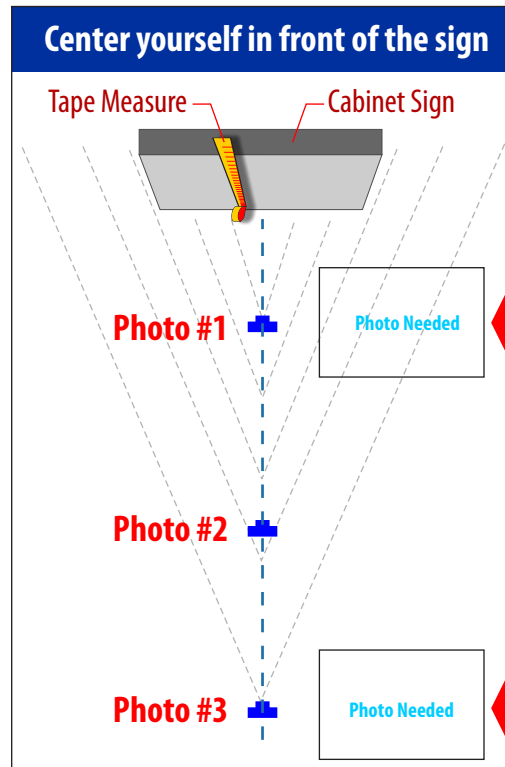
- Write legibly in architectural style: example: **69 3/4" or 5'-9 3/4"** (NOT 69.75")
- Don't round the numbers, document exactly what the dimension is (1/16" tolerance)
- Fill in all the blanks of the survey form.
- If questions or you are unsure, call from the job site for clarification.
- Follow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

Customer  
Logo or  
Name  
HERE

## 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: \_\_\_\_\_

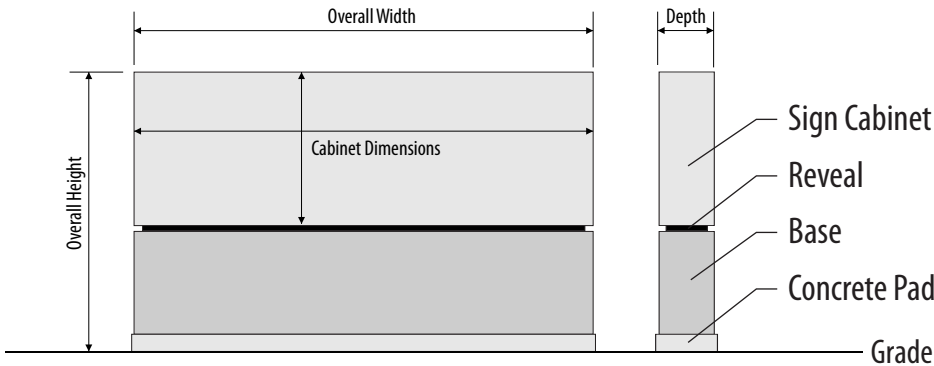
Overall Height: \_\_\_\_\_  
 Overall Width: \_\_\_\_\_  
 Overall Depth: \_\_\_\_\_

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: \_\_\_\_\_



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

# P

Customer  
Logo or  
Name  
HERE

## PYLON 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: \_\_\_\_\_

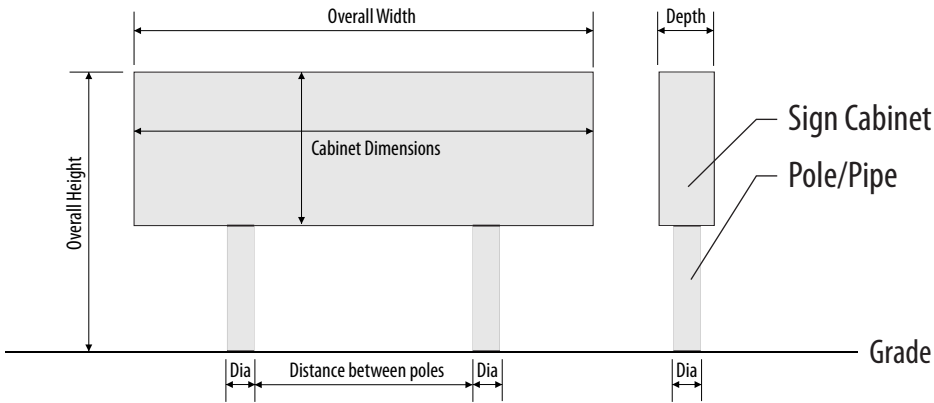
Retainer size: \_\_\_\_\_  
 Divider bar width: \_\_\_\_\_  
 Face material: \_\_\_\_\_

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: \_\_\_\_\_



Blank area for drawing the pylon sign and providing dimensions.

Please draw the pylon 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: \_\_\_\_\_

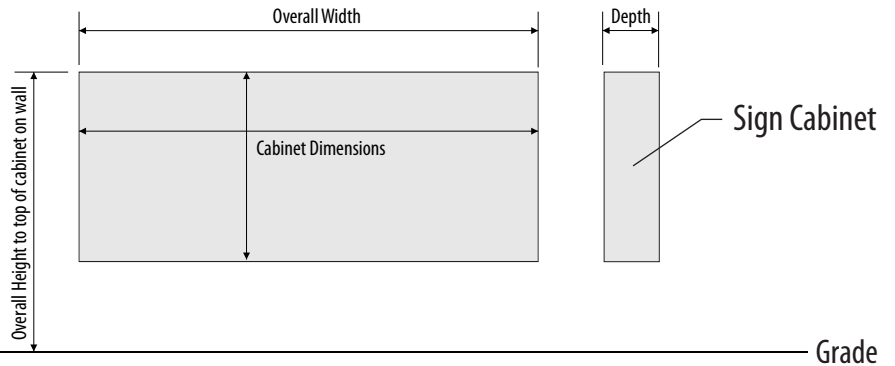
Cut size height: \_\_\_\_\_  
 Cut size width: \_\_\_\_\_  
 VO Height: \_\_\_\_\_  
 VO Width: \_\_\_\_\_

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: \_\_\_\_\_

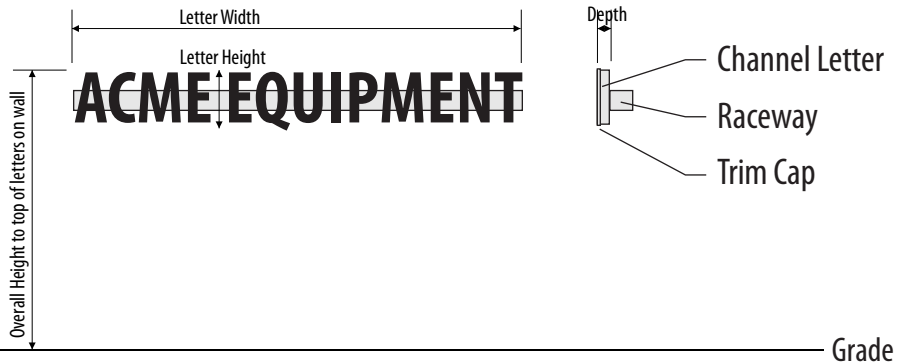
Address: \_\_\_\_\_

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

Date and time of survey: \_\_\_\_\_

Surveyor name: \_\_\_\_\_

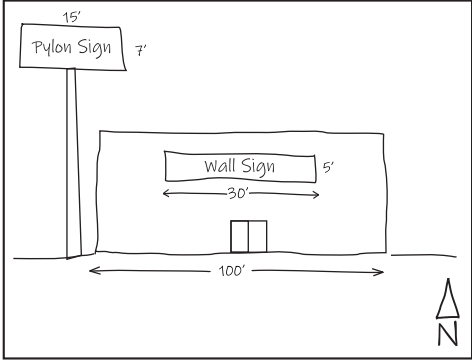
Contact numbers Cell: \_\_\_\_\_ Office: \_\_\_\_\_



Please draw the cabinet sign and provide dimensions

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Name  
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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!**



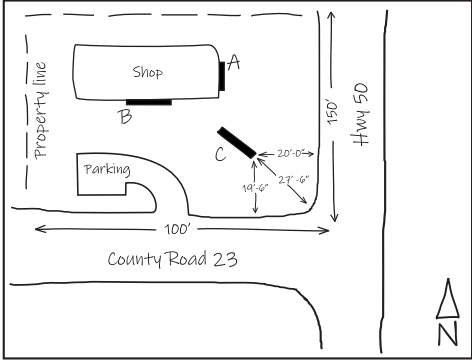
Please make sure your Building Elevation Drawing includes the following details:

- 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 \_\_\_\_\_