



**US Army Corps  
of Engineers**

# Project Sign Order Worksheet

Requisition Number \_\_\_\_\_  
 Date \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_ pages

Ship To: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_

Approved by: \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_

**Instructions:** Enter all requested information. Use separate Sign Order Worksheets for each different sign type. Multiple orders of identical sign types can be combined on one worksheet. Attach this order and other appropriate documentation to standard form DA-3953 and process through approved procedure within each district.

Ordered by: \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_

**Order Summary**

<input type="checkbox"/> Sign Panel(s) only	<input type="checkbox"/> Single face sign (one panel)
<input type="checkbox"/> Sign Panel(s) with posts (and frame as required)	<input type="checkbox"/> Double face sign (two panels)
<input type="checkbox"/> Post and Panel with installation	<input type="checkbox"/> Corps Castle insert

1a. Sign Panel	Sign Type	Manual Page	Legend Size	Panel Size	Grid No.	Spec. Code	Color	Plan ID No.

**1b. Custom Sign Panel** Use for: identification, directional, symbol, and special application signs

Legend: Line-for-line as to appear on sign

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Use to specify directional symbol and slat system signs

Symbol/Slat 1 \_\_\_\_\_ Symbol/Slat 2 \_\_\_\_\_

Symbol/Slat 3 \_\_\_\_\_ Symbol/Slat 4 \_\_\_\_\_



For Symbol Signs indicate arrow direction by number.

For Slat System Signs (HDO-9) indicate number of slats.

Comments \_\_\_\_\_

**2. Mounting Assembly**

Ground Mounted <input type="checkbox"/>	Post-size _____	HAGL _____
Wall Mounted <input type="checkbox"/>	Surface material _____	
Comments _____		

**3. Installation** Note any special requirements or site conditions that will effect sign placement.

4. Cost Summary	Sign Panel	Cost per unit	Quantity	Cost
		\$ _____	_____	\$ _____
	Mounting Assembly	\$ _____	_____	\$ _____
	Installation	\$ _____	_____	\$ _____
	Shipping	\$ _____	_____	\$ _____
				<b>Total Cost</b>
				\$ _____