



Joseph C. Truxaw and Associates, Inc.  
 Civil Engineers and Land Surveyors  
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**FIELD SURVEY WORK ORDER**

- Contract Work  
 Extra Work

**Date of Request:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_  
**Project No.:** \_\_\_\_\_ **Client/Contact Person:** \_\_\_\_\_  
**Project Location/Address:** \_\_\_\_\_

Surveys requested by: \_\_\_\_\_  
 (Name) (Company)  
 \_\_\_\_\_  
 (Telephone/Cell) (Fax or E-mail)

Site will be *ready for surveys* on: \_\_\_\_\_ At: \_\_\_\_\_  
 (Date) (Time)

Surveys must be completed by: \_\_\_\_\_ At: \_\_\_\_\_  
 (Date) (Time)

**Superintendent will be at site during surveys:**  **Yes**  **No**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Survey Requirements (circle items or write in)**  
 Phase (rough grade, finish grade, certification, temp. property corners, final monuments):  
 \_\_\_\_\_  
 Type (building, curbs, gutters, wall, utility, etc.):  
 \_\_\_\_\_  
 Locations (25' on center, building corners on building line projections, etc.):  
 \_\_\_\_\_  
 Offset (3', 5', 10', 15', etc.): \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Sketch (or attach scope)**

1. A crew can be scheduled upon receipt of this executed form. E-mail the completed form to [mikehernandez@truxaw.com](mailto:mikehernandez@truxaw.com). If you do not receive a confirmation e-mail, please call Mike to confirm receipt. Successful transmission of this form does not guarantee a crew on the date you are requesting.
2. This survey request form must be received by Truxaw & Associates at least two business days prior to staking.
3. Survey area must be ready for surveys and free of physical barriers such as equipment, stockpiles, storage bins, materials, trenches, etc. If surveys cannot be accomplished when the surveyor/engineer arrives, *additional move-in fees will be charged.*

**FIELD SURVEY VERIFICATION**

Surveys Completed Date/Time: \_\_\_\_\_ Hours (excluding drive time): \_\_\_\_\_  
 Description of Work (if different from above requirements) or Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Field Superintendent Signature: \_\_\_\_\_ Crew Chief Signature: \_\_\_\_\_