

## Instructions for use of the Sign Report Form

Thank you for your support in helping us with our signposting information. The following is a brief instruction guide designed to help you fill in the report form in order to get the best information possible:

- Location of Sign – if Grid Reference is not known, please put in a brief description of where the sign is – any information is helpful!
- Sign Wording – please put down exactly what the sign says. If there's more than one bit of wording, and you can fit the wording on one report then please do so, or use the comments section to give us that information – you don't need to fill in separate report forms for each different piece of wording (you can also use the back of the form for extra space)
- Condition – a number from one to three, where:
  1. Sign is in a good, satisfactory condition (has plenty more use as it is, no problems to report)
  2. Sign is in an unsatisfactory condition (has wording missing, bent slightly, rusted slightly etc. but still has some use left)
  3. Sign is in a state of needing significant repair (fallen, broken, unable to read wording on it etc. and has no use currently)
- Material – what the sign is made out of
- Comments – Any problems with condition can be highlighted here, or general comments about placement, what features would be better, extra wording etc. Feel free to use the back of the form for extra space if required.
- Photos – if at all possible, we would welcome a photo of the sign. Multiple photos of the sign would be useful too: front, back and its situation in relation to the landscape it sits in. ANY and all information is useful to us! Photos can be e-mailed directly to us at [info@scotways.com](mailto:info@scotways.com) – if you can include the grid reference too that would be fantastic.