**Contract No.**

**Description**

**Route**

**Mile Post**

**Printed Name Company/Title Signature Initials**

**Instructions**

• The Signature and Initials log is used to list the printed name, company/title, written signature, and initials of all CM and sub consultant personnel who is authorized to make or authenticate entries in the quantity book, field book(s), daily reports (A-1), or any other project documentation that is considered original source documentation. Copies of this log, along with original signatures and initials added, are acceptable.

• Entries must be legible, clear, and reproducible.

• Errors will be corrected by lining through the incorrect entry with a single line, making the correction, and initialing and dating the correction. The erroneous information must not be obliterated or erased.

• Pages to documents shall not be left completely blank. If a page must be left blank, it must be ruled across, signed, and dated.