



PURCHASE OF TEMPORARY CONSTRUCTION SIGNAGE

1. Provide a letter to the OCMC staff member you have been working with.
2. Address the letter to: Mr. Anthony Yodice
 NYC DOT Maspeth Sign Shop
 58-50 57th Road, Room 210
 Maspeth, NY 11378
3. The letter should be on company letterhead with the following information:
 - Contact person's name, telephone and cell and fax numbers
 - OCMC Project Number (e.g. MEC-00-000, QEC-00-000, BNEC-00-000, BXEC-00-000, REC-00-000)
 - Type of signage, usually "Temporary Construction No Parking 7AM – 6PM M-F", "No Standing Anytime Temporary Construction" or "No Parking Anytime Temporary Construction"
 - Whether the signage is left, right or double arrow
 - Number of each type of sign
 - Name of the street
 - Side of the street (north, south, east or west)
 - Names of the intersecting streets
4. An OCMC staff member will approve the sign order, stamp and date the letter and fax it to Sign Sales. Sign Sales staff then faxes and/or calls in an invoice to you. After calling in a credit card payment or when you go to the Sign Sales office with a check or money order you can pick up the signs. Please note that Sign Sales does not accept cash payments.
5. Do not contact the Sign Sales department with phone calls or faxes. You must go through OCMC.
6. The sign costs range from approximately \$38.25 each to \$272.00 for a "What's Going on Here" sign. Please notify the Sign Sales department if you are tax exempt and fax them the appropriate paperwork.
7. The Maspeth Sign Shop is located 4 blocks south of the Maurice Avenue exit off the Long Island Expressway at 58-50 57th Road.