CITY OF SAN DIEGO
PURCHASING & CONTRACTING DEPARTMENT
ATTN: Reception
1200 3rd Ave. Ste 200
San Diego CA 92101-4195
Fax: 619 533 3236
Phone : 619 236 6000

MAIL ORDER REQUEST FOR PLANS & SPECIFICATIONS

Circle One
G-General/Prime
S-Subcontractor
V-Vendor/Supplier

COMPANY INFORMATION:

Bidder	Street Address, City, State, Zip Code required	Phone: Fax:	Date	G S V

ORDER INFORMATION:

Bid Number (K#)	Bid Title

There is either a $25.00 or $50.00 charge for the plans and specifications (call for exact price). Additionally you will need to indicate on form either your Federal Express, DHL or Golden State Account number to charge shipping to. Mail or fax order form to address above. No plans and specifications will be mailed without both the shipping number and payment for the plans and specifications. For order forms received prior to 2:30, plans & specifications will be placed in the carrier box same day as order is received and will qualify for overnite shipping. BE AWARE that order forms received after 2:30 will not be processed until the next day. All information must be supplied for order to be processed.

You may submit a check payable to the City Treasurer or fill out the below charge information.

Charge Card: (Visa/MC)_____Charge Card Number_____Verification Number:_____(3 digit code on back of card) Expiration Date:_____
Exact Name on Credit Card:_____

Shipping Company_____Shipping Account #_____
Overnite?_____yes/no _____2 day