

SET # \_\_\_\_\_

BIDDER NOTIFIED

DOCUMENTS  
P/U'D / UPS'D / DEL'VD.

DOCUMENTS RETURNED /  
CHECKED

DEPOSIT RETURNED

\_\_\_\_ PICKED UP  
\_\_\_\_ TO P. O. BOX  
\_\_\_\_ TO PHYSICAL ADDRESS

# Bid Documents Requisition

Project: **Black Lake Elementary  
Traffic Circulation Improvements**

Bids Due: **Tuesday, April 18, 2017 prior to 2:00pm**

Pre-Bid: **None Scheduled**

Plans & Specs: Paper Copy (Refundable):  
**\$50.00 Payable to Tumwater School District No. 33.**  
Shipping Fee for Paper Copy (Payable to Alphagraphics):  
**Without UPS Account \$20.00 per set**  
**With UPS Account \$10.00 per set (Package & Handling fee)**

Digital Files of Bid Documents (Payable to Alphagraphics):  
**\$16.32 EMAIL of Digital Files**  
**(If using CC to pay for shipping fee or Email please include on form)**

CC# \_\_\_\_\_ Exp. \_\_\_\_\_

3-Digit Code \_\_\_\_\_ Zip Code \_\_\_\_\_

## REQUISITION INSTRUCTIONS / DETAILS

- Include physical address **for shipping (we can not ship to PO Box)**
- **EMAIL Request Form AND copies of checks to us725@alphagraphics.com**
- Send Request form and checks to:  
**ALPHAGRAPHS, C/O BID SERVICES**  
705 4TH AVENUE EAST,  
OLYMPIA, WA 98506
- **DEPOSIT CHECK AND SHIPPING CHECK MUST BE SEPARATE.**

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Bidding As: \_\_\_\_\_ GENERAL \_\_\_\_\_ ELECTRICAL \_\_\_\_\_ MECHANICAL \_\_\_\_\_ OTHER (SPECIFY): \_\_\_\_\_

Set(s) Requested : \_\_\_\_\_ Paper Copy \_\_\_\_\_ Email

Shipping, Etc.: \_\_\_\_\_ UPS \_\_\_\_\_ PICK-UP \_\_\_\_\_ LOCAL DELIVERY (THURSTON CO.) (DELIVERY CHARGE APPLIES)

\_\_\_\_\_ UPS ACCOUNT #