

# BIDDING DOCUMENT ORDER FORM



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Project: Main Entrance Upgrades at Madison Monroe School #16

Owner: Elizabeth Public Schools

EIA Project Number: ES10047.00

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

Company Address: \_\_\_\_\_

Suite / Building Number: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

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

Bid Documents may be obtained directly from the office of the Architect upon receipt of a \$100.00 non-refundable payment (business checks or money orders only) made payable to EI Associates. Shipping of Bid Documents to Bidders by the Architect is possible if prearranged and paid for by the Bidder in advance. An additional handling charge of \$50.00 per set (business checks or money orders only made payable to EI Associates, will be charged by the Architect for this service. NO CASH SHALL BE ACCEPTED.

Check Box below:

Pick up

EI to Ship Bid Documents to bidder  
(additional handling charge)

Please e-mail a copy of your completed form to [Alaine\\_Fairweather@eiassociates.com](mailto:Alaine_Fairweather@eiassociates.com)

**EI Associates, 8 Ridgedale Ave. Cedar Knolls, NJ 07927**

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