

**Department of Administration-Facilities Management  
Architecture, Engineering & Environmental Services Division  
Milwaukee County City Campus  
2711 W. Wells Street, Room 201  
Milwaukee, Wisconsin 53208  
(414) 278-4861 Fax: (414) 223-1366**

**Please fax this completed form ONLY between the hours of 7:00am and 11:00am**

Please complete the following:                       Picked Up                       Mailed

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

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

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

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
(MC/VISA ONLY) (American Express not accepted)

Credit Card Billing Address (If different from above):  
\_\_\_\_\_  
\_\_\_\_\_

\*\*General Contractor                       Subcontractor

**\*\*All General contractors must be qualified by the Milwaukee County Clerks Office, this qualification lasts for 3 years and must be date stamped by the County Clerks Office five days prior to the bid due date.**

Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Cost:(Include handling fee) \$\_\_\_\_\_

Plans can be sent UPS or FED EX using **recipients** account number but handling fee will still apply. \_\_\_\_\_

*Effective 11/30/09 ALL plans are non-refundable. Please read official advertisement located at [www.county.milwaukee.gov/bop](http://www.county.milwaukee.gov/bop)*