



PLAN CHECK-IN FORM

San Luis Obispo Office

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Atascadero Office

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PLEASE FILL FORM IN COMPLETELY

Bid Date: _____ **Bid Time:** _____

Pre-Bid Meeting Date/Time: _____ **Mandatory** **Non-Mandatory**

Project Documents will be listed in the Weekly Bulletin through the bid date, unless we are otherwise notified of a bid date extension. If the bid date is to be extended, please call the San Luis Obispo office at 805-543-7330 or e-mail planroom@slocbe.com with any updates.

Project Title: _____

Project Location/Address: _____

BIDS TO:

Name: _____ **Address:** _____

General Contractor Architect Project Manager Owner/Builder

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **Cell:** _____

E-Mail: _____

Project Description: _____

Trades Requesting Bids For: _____

Estimated Cost of Project: _____

Is there a negotiated General Contractor? _____

Notes: _____

For Plan Room Use

Box # _____ **Date Rec'd:** _____ **# Sets of Plans:** _____ **Return?** Yes No **To:** _____