



**Contract Ad & Award Plans & Specifications Online Order Form**

Please fill out all fields. If you have not ordered plans from WSDOT before, please call us at (360) 705-7835 as we will require additional information to process your first order.

**NOTE:** You have the option to provide a unique email address for each project ordered. The email address will be used to distribute small addenda (under 10 pages in size) instead of by fax. Please note that you are limited to one email address per project ordered.

Company Name:								
Order Shipping Address:								
City, State, Zip:								
USPS Mailing Address: (If different than physical)								
Your Name:		Phone:			Fax:			
PROJECT REQUESTED (TITLE):		QTY.	PRIME	SUB	EMAIL:			
PROJECT REQUESTED (TITLE):		QTY.	PRIME	SUB	EMAIL:			
PROJECT REQUESTED (TITLE):		QTY.	PRIME	SUB	EMAIL:			
PROJECT REQUESTED (TITLE):		QTY.	PRIME	SUB	EMAIL:			
PROJECT REQUESTED (TITLE):		QTY.	PRIME	SUB	EMAIL:			
Shipping Information:  NOTE: Orders received after 12:00 PM will be shipped next business day.**	<b>STANDARD SHIPPING**</b>			<b>EXPEDITED SHIPPING**</b>				
	<b>FedEx Ground</b>			*FedEx Account #:				
	<i>Standard Shipping is included in the cost of your order. Delivery time is 3-5 business days. This method will automatically be applied to your order if a shipping option is not selected.</i>			<b>*REQUIRED!</b> EXPEDITED SHIPPING REQUESTS CANNOT BE PROCESSED WITHOUT A VALID FEDEX ACCOUNT NUMBER!				
				<input type="checkbox"/>	Overnight	<input type="checkbox"/>	2 <sup>nd</sup> Day	
	Check here for Priority (AM) Delivery							

**To complete your order request, please return this form by one of the following methods:**

**EMAIL:** [ContractAd&Award@wsdot.wa.gov](mailto:ContractAd&Award@wsdot.wa.gov)

**FAX:** (360) 705-6810

Thank you for your interest in WSDOT projects. Your order request will be processed within 1 business day of receipt. Please note that once an order has been processed, the order request cannot be revised or withdrawn. There is a nonrefundable printing and shipping fee of **\$25.00** (+ sales tax, where applicable) for each set of plans & specifications ordered. Your billing invoice will be mailed to you via US Mail. Balance is due within 15 days of invoice date.

**\*\*New project advertisements are posted on Mondays, but are not shipped until later in the week. Please allow for additional shipping time if placing your order during the first week of project's advertisement.**