



PLAN CHECK-IN FORM

San Luis Obispo Office

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San Luis Obispo, CA 93401
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Atascadero Office

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Atascadero, CA 93422
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805-460-9672 Fax
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"Advancing, Serving and Supporting the Building and Construction Industry Since 1949"

Bid Date: _____

Bid Time: _____

Plans will be listed in the weekly bulletin through the bid date for a maximum of 60 days, unless we are otherwise notified. If the bid date is to be extended, call the San Luis Obispo office at 805-543-7330 prior to the Wednesday before the bidding date.

Title of Project: _____

Location: _____

BIDS TO:

Name: _____ Address: _____

General Contractor Architect Project Manager Owner/Builder

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

E-Mail: _____

PLANS FROM (if different from Bids To):

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

E-Mail: _____

Description of Project: _____

For Plan Room Use

Date Rec'd: _____ # Sets/Plans: _____ Specs? Yes No CD? Yes No

Downloaded: Yes No Return? Yes No To: _____ Will Pick Up? Yes No

Download Project Assign Box # _____ Enter in OPR Send Description & Card to Atascadero