



Eastern Engineering

28304 Cedar Park Blvd., Suite D, Perrysburg, OH 43551
Phone: 419-661-9841

Plan Room Job Set-Up

Date: ____/____/____ Project #: _____

Job Name: _____

Description: _____

Company: _____ Contact: _____


Email: _____ Phone #: _____

Public / Private - If Private, Password = _____

Pre-Bid Date & Time: ____/____/____, _____ Bid Date & Time: ____/____/____, _____

Large Format/Drawing(s) Yes / No

Small Format/Project Manual(s) Yes / No

Addendums (EE Use)  2 3 4 5

Spec Cover Color: _____

Bid Categories (Continue on Reverse if needed):

01. _____ 04. _____ 07. _____

02. _____ 05. _____ 08. _____

03. _____ 06. _____ 09. _____

Require Approval? Y / N

Notify Contact? Y / N

Display Plan Holders? Y / N

Allow Single Sheets? Y / N

Allow Downloads? Y / N

Refundable Deposit Check \$ _____ / Non-Refundable "Deposit" Check \$ _____

Deposit Checks Payable to: _____

Free Set

Purchase from Eastern (per item+PF+Sh/Del+Tx)

Maximum # Deposit Sets/Free Sets Allowed by Bidder / Subcontractor/Supplier: ____/____

Initial Quantity of Sets to Print for Bidders / Subcontractors/Suppliers: _____

Other (Special Instructions, Quantity of Sets for Owner/Architect/Engineer/Consultants, etc.): _____
