

## CITY OF CARLSBAD PUBLIC WORKS CONTRACT ADMINISTRATION 1635 FARADAY AVENUE, CARLSBAD CA 92008-7314 PWContractAdmin@carlsbadca.gov

DATE:

## INFORMATION FOR CREDIT CARD & CHECK PURCHASES FOR PUBLIC WORKS PROJECTS

To purchase Public Works Plans and Specs with your *credit card* please email this completed form to: **PWContractAdmin@carlsbadca.gov**. Type or print with black or blue ink.

To make a purchase with a *check/money* order, mail this form with the payment to the above address.

PROJECT NO:								
PROJECT NAME:								
# OF SET(S):		CONTACT	ΓPERSON:					
		COMPANY NAME:						
		PHONE / I	FAX#					
E-mail Address:			Co	Contract License #:			_DIR #:	
GENERAL CONTRACTOR SUPPLIER/SUBCONTRACTOR PLANROOM							PLANROOM (FREE)	
STREET ADDRESS: (physical address needed for UPS, GSO or FedEx deliveries)								
MAILING ADDRESS: (If different than physical address.)								
** If Priority Mail, additional mailing fee amount to add is: \$								
<u>ACCOUNT NUMBER FOR ONE OF THE FOLLOWING: (no mailing fee charge added)</u> ○ UPS ACCT. #:								
<ul> <li>UPS ACCT. #:</li> <li>GOLDEN STATE OVERNIGHT (Please fax your filled-out form to the fax number above.)</li> </ul>								
FEDEX ACCT. #:								
☐ PRIORITY	OVERN	IIGHT □	FIRST OVERNI	GHT □ S1	ANDARD OVER	NIGHT	□ OTHER	
☐ MASTERCARD ☐ VISA (We <u>DO NOT</u> accept American Express)								
TOTAL AMOUNT TO BE CHARGED: \$								
Amount for Plans/Specs: \$Amount for Postage: \$								
CREDIT CARD			EXPIRATION DATE					
NAME ON CARD:								
PRINT NAME				SIGNATURE and TITLE				