



Document Release Form

Fill out completely. Without proper e-mail and fax number you will not be notified of Addenda! Completed forms can be returned to the Vault Department via fax or with your deposit check. Handling Charge for 3rd Party Freight - \$9.15 per package.

Digital Vault: 713-579-1234 • Fax 713-966-8525 • vault@aecomplex.com • www.aecomplex.com/bidding

project information

Project Name: _____

Company Name: _____

General Contractor

Sub Contractor

Contact Name: _____
First Name Last Name

Street Address: _____
City State Zip

Phone Number: _____ Fax: _____

E-mail Address: _____

Preferred Overnight Carrier: _____

Account# for Overnight Carrier: _____

office use only

Set #: _____

Check Addenda Received:

#1 #2 #3 #4 #5 #6 #7 #8

Signed Out By: _____ Date: _____

Signed In By: _____ Date: _____

Deposit Returned To: Customer Courier Mailed Project Owner Date: _____

A&E THE GRAPHICS COMPLEX

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