



City of Austin Fire Department Emergency Prevention Division



OPEN RECORDS REQUEST FOR PLANS OR CALCULATIONS

Ordered By: **City of Austin Fire Department - Emerg. Prev. Div.**

Contact: _____

Phone 1: **(512) 974-0160** Office Cell ext. _____

Phone 2: _____ Office Cell ext. _____

Fax: **(512) 974-0162**

E-mail: _____

Address: **One Texas Center, 505 Barton Springs Rd. #200**

City, ST Zip: **Austin, TX 78704**

Due Date: _____ Due Time: _____ Approx. Firm

Date In Prod.: _____ Time In: _____ ARC Initials: _____

Job Name: _____

Job #: _____ PO#: _____

ALL ORIGINALS RETURNED TO COA - AFD OFFICES

Price per copy: \$0.10 per letter size page. The cost of plans varies with the size of the sheet(s). Once copies have been ordered the customer is responsible for all copy charges even if the need for copies changes.

BILL TO

Company: _____

Account: _____ Cash / Check / CC

Contact: _____

Phone: _____ Office Cell ext. _____

E-mail: _____

Address 1: _____

Address 2: _____

City, ST Zip: _____

TYPE OF RECORDS REQUESTED

i.e. sprinkler system, fire alarm system, drawings, calculations, mfg. data, etc.

LOCATION REQUESTED

Address #: _____ St. / Rd. / Ave. / Blvd.: _____

Street Name: _____

Business Name at this Location: _____

Date(s) / Date Range of Records: _____

PRODUCTION					BINDERY
Type of Original	# Orig.	# Sets	Type of Production	Finished Size	Loose, Staple, Edge, Screw, 3-Hole, GBC, Coil, Other, COA RED STAMP
A					
B					
C					
D					
E					

SPECIAL INSTRUCTIONS

DELIVERY / SHIPPING

ARC - American Reprographicis Company

4107 S Cap Tx Hwy #400 Ph. 512-441-2475

Austin, TX 78704 Fx. 512-441-2535

Production: austin.prod.lamar@e-arc.com

DELIVERY / SHIPPING METHOD

Will Call SHIP (Acct #): _____

Delivery Service Level: _____

Split Delivery FedEx UPS Lonestar