



FLORIDA REPROGRAPHICS
Digital Document Management Company

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Hillsborough County Bid Document Order Form

All order forms must be faxed to the Hillsborough County Department of Procurement Services (813) 272-6402. Please contact the Procurement Services at (813) 272-5790, if you are experiencing problems sending your fax. Failure to fax a complete order form will cause your order to be delayed. Procurement Services will not be responsible for incomplete orders. Please contact Florida Reprographics at (813) 221-2094 twenty-four (24) hours after placing your order to check the status. **Incomplete order forms can delay the processing of your order.**

To assist Procurement Services with improving our service, please complete the survey on our website.

*** Required Fields**

*Date:

*Bid Number:	Quantities:	
*Bid Title:	Plans	Specifications
	Addenda	Addenda #(s)
	CD-Rom Only	
	Both CD & Printed Documents	
	Technical Specifications	
	(How to do business with Hillsborough County – NOT always required)	

*Company Name & Address:	*Contact Name:
	*E-Mail:
	*Phone:
	*Fax:

Hillsborough County Current Minority Status (If applicable):			
MBE	WMBE	SBE	*Certification/Registration No:
FL Reprographics Account	YES	NO	
Visa or MasterCard	No:		Expires:

I. Pick-Up from Florida Reprographics:	II. Shipment: Express Overnight Account No.:	III. Deliver Documents To:
Date:	Time:	
	Fed Ex	UPS
	DHL	
	USPS Express	Other

Terms of Availability of Documents for Purchase

Order forms faxed to Department of Procurement Services are automatically forwarded by fax to Florida Reprographics.

I. **Pick-Up:** Documents will be available for pick-up 24 hours from the date and time Florida Reprographics receives this order form with no more than a 15 minute wait to purchase and receive pre-ordered document.

II. **Shipment:** Documents purchased will be shipped by U S Mail, Federal Express, UPS or other delivery services to be routed in no more than one (1) business day after sale.

III. **Delivery:** Documents will be delivered to the ordering firm's location within 48 hours from the date and time of Florida Reprographics receipt of order.