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 [X] 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 Reprographcis Company		DELIVERY / SHIPPING METHOD	
615 S. Lamar	Ph. 512-441-2475	[ ] Will Call	[ ] SHIP (Acct #):
Austin, TX 78704	Fx. 512-441-2535	[ ] Delivery	[ ] Service Level:
Production:	austin.prod.lamar@e-arc.com	[ ] Split Delivery	[ ] FedEx [ ] UPS [ ] Lonestar