



PALM BEACH COUNTY
DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT
CONTRACT DOCUMENTS REQUEST FORM

NOTE: Documents may be downloaded free of charge from <http://www.pbcgov.com/erm/contracts/>.

PROJECT NUMBER: _____ DATE OF REQUEST: _____

PROJECT NAME: _____

NUMBER OF SETS REQUESTED: _____ PRICE PER SET: _____ TOTAL PAYMENT: _____

COMPANY NAME: _____

ATTENTION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

FEDEX ACCOUNT NUMBER: _____
(OPTIONAL)

INSTRUCTIONS:

- Payment can be made via check or money order, payable to PBC Board of County Commissioners. Cash is also accepted for requests made in person.
- To purchase documents by mail, send completed form and payment to:

PBC Department of Environmental Resources Management
Attn: Contract Management
2300 N. Jog Road, 4th Floor
West Palm Beach, Florida, 33411-2743

- Documents will be sent via First-Class Mail. For faster service, you are encouraged to include a prepaid shipping label or FedEx account number.
- Advanced notification is required for purchases made in person. Email form to erm-bidding@pbcgov.org or call 561-233-2400. You will be contacted when your documents are available for pick-up.