

**REQUEST FORM - BID DOCUMENTS**



**Project Name: Onslow County Courthouse Expansion Courtroom Built-In**

Instructions:

Complete the following information and return it to Smith Sinnett Architecture for file access:

Company Name: \_\_\_\_\_

Company Type: \_\_\_\_\_  
(General Contractor, Plumbing, Mechanical, Electrical, Other:

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

NOTE: Addendums will be emailed to the given address

**Contractor will be given access to the website where the bid documents can be downloaded.**

A hard copy of the bid sets can be purchased by contacting Document Imaging (919) 460-9440 at the plan holder's expense.

Send Plan Request Form to:

Bailey Allred, Project Designer

Email: [ballred@smithsinnett.com](mailto:ballred@smithsinnett.com)

or

Fax: 919-781-3979

A complete set of Contract Documents is to include, but not limited to, the Project Manual, Addendums and Drawings.

---

Smith Sinnett Architecture  
4600 Lake Boone Trail, Suite 205  
Raleigh, NC 27607

T 919-781-8582  
F 919-781-3979