

BUILDING INFORMATION REQUEST FORM

RECIPIENT:	
DEPARTMENT:	
DATE:	
PHONE:	
EMAIL:	

DRAWING REQUEST

BUILDING / LOCATION:	
PROJECT DESCRIPTION:	
DRAWINGS REQUESTED:	
FILE FORMAT (IF AVAILABLE):	PDF <input type="checkbox"/> AutoCAD (DWG) <input type="checkbox"/> Other <input type="checkbox"/>
REASON FOR REQUEST:	
SPECIAL REQUEST:	

AREA (SQUARE FOOTAGE) REQUEST

BUILDING / LOCATION:	
PROJECT DESCRIPTION:	
AREA REQUESTED:	
REASON FOR REQUEST:	
SPECIAL REQUEST:	