**BID DOCUMENTS DISTRIBUTION/ACCOUNTING LOG**

PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BID DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE PROJECT NO. PART NO. WBS NO. DATE DOCUMENTS RETURN DUE: \_\_\_\_\_\_\_\_\_\_\_\_\_

*(Those that bid or are properly licensed to bid are due full refund on first two sets returned in good condition within ten days of the bid date. Sub-contractors, suppliers and non-bidders are due only half the required deposit amount as a refund for those sets returned within ten days. Check against the bid tabulation for those due the full refund.)*

**DEPOSIT IS FORFEITED IF SETS NOT RETURNED WITHIN TEN DAYS OF BID OR NOT IN GOOD CONDITION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Deposit Amt. | Distributed to: (Name, Address, Phone, Fax) | No. OfSets | Addendum | Bid | Date Returned | Amt. Refunded | Notes |
| Date | 1 | 2 | 3 | 4 | 5 | Condition | Date |
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