

# Engineering Information Center

## Visitor Appointment Request Form



Mary Hedge  
MTA Bridges & Tunnels  
Engineering & Construction  
2 Broadway, 22nd Floor  
New York, NY 10004  
646-252-7418  
eic@mtabt.org

Instruction:

- 1) Please fill out the form completely using Adobe Acrobat 8.0 or later.
- 2) Submit request to eic@mtabt.org. If this is an RFP, please also attach the list of available documentation from your RFP.

Today's Date:

New  Revised

### Visitor's Information

Company:

Address:

City:

State:

Zip/Postal Code:

Visitor 1:

Visitor 2:

Visitor 3:

Phone #:

E-mail Address:

### Requested Date of Visit

First Choice:

Morning Session (9:00-11:30)  Afternoon Session (1:00-3:30)

Second Choice:

Morning Session (9:00-11:30)  Afternoon Session (1:00-3:30)

Third Choice:

Morning Session (9:00-11:30)  Afternoon Session (1:00-3:30)

### Purpose of Visit:

Request for Proposal (RFP)?  yes  no

Existing Contract With MTA Bridges & Tunnels?  yes  no

Project/Contract Number:

Documents To Be Reviewed:

### MTA Bridges & Tunnels Information

Project Manager:

Phone #:

Facility:

Restriction/Notes/Comments (for Official Use Only):