

Document Order Form (v06/16/20)

Information

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|---|---------------------------------------|
| Order date: / / MM / DD / YYYY | Ship to: Otis Elevator Company |
| Ordered by: | Name: |
| Office prefix: | Address: |
| Phone: | City, State: |
| Email: | Zip: |

| | | |
|--------------------------|--------------------------|---|
| SHIP OVERNIGHT* | SHIP NORMAL* | DOCUMENT TYPES AVAILABLE |
| <input type="checkbox"/> | <input type="checkbox"/> | WIRING DIAGRAM, LAYOUT, SPECIFIED INFORMATION |
| * Charge Applies | * Charge Applies | |

| PAPER SIZE | |
|---|--|
| 18 X 24 "C" size <input type="checkbox"/> | Unless otherwise directed, all orders are shipped 18 x 24 |
| 11 x 17 "B" size <input type="checkbox"/> | |

| QTY | DOC TYPE | OFFICE PREFIX | *CONTRACT NUMBER | MACHINE NUMBER | DIAGRAM NUMBER |
|-----|----------|---------------|------------------|----------------|----------------|
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***All Non-Otis contracts orders must be processed through UNITEC (1-800-328-7840) by the building owner. The Otis Service Center cannot process non-contract orders.**

Instructions

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| <ol style="list-style-type: none"> 1. Please email your order form to: LibraryOSC@otis.com 2. Enter all information. Incomplete orders will be returned. 3. Requests for Specified Contract Information should be handled by your Customer Service Representative | <ol style="list-style-type: none"> 4. Please notify us immediately if you require special handling. 5. Questions or concerns? Send all correspondence to: Manager, Technical Publications OTIS SERVICE CENTER 212 West Newberry Road Bloomfield, CT 06002-130817 1-860-286-4562 | <p>PLEASE NOTE:</p> <p>ORDER FORMS THAT ARE NOT FILLED OUT COMPLETELY WILL BE AUTOMATICALLY RETURNED.</p> |
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