

COMMUNICATION THROUGH E-MAIL

To: All Contractors Doing Business with VDOT
From: Mary Roane
Re: E-mail Addresses

In order for VDOT to utilize E-Commerce and expedite better communications with our customers all contractors who possess an e-mail address are encourage to fill out the following information below. With this information, we can better inform you of advertising information such as revisions, delays, or withdrawals of projects, emergency memos, etc.

If you have already submitted your address and it has not changed, you do not have to fill out this form; or if you have changed Internet providers, please re-submit this form by using the Change of address portion so I may update my database.

Thank you!

For a new submission, please provide the following contact information:

Contact Name \_\_\_\_\_

Organization \_\_\_\_\_

Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Change of Address

Organization \_\_\_\_\_

Old E-mail \_\_\_\_\_

New E-Mail \_\_\_\_\_

After filling out this information, you may save it to your hard drive and email it to me at:

kiwi.roane@VDOT.virginia.gov or
by fax @ (804) 371-7896 or
mail to:

Virginia Department of Transportation
Scheduling and Contract Division, 12th Floor
1401 East Broad Street
Richmond, VA 23219
Attn: Mary Roane