



TERMS AND CONDITIONS

Free Hosting of Private Plan Room Requirements:

Orders generated from the Plan Room **MUST** meet or exceed the equivalent of two (2) complete sets of plans and specifications per project. The order(s) must be placed within sixty (60) days of the date the project is posted.

Example:

If there are 40 drawings and no specifications for the project then a minimum of 80 drawings **must** be ordered per posted project. Orders may be cumulative. For instance, Sub-Contractor #1 orders 5 pages, Sub-Contractor #2 orders 25 pages, Sub-Contractor #3 orders 30 pages, Sub-Contractor #4 orders 22 pages. The total number of plans ordered from this plan room exceeds 80 drawings.

Services Included with your FREE Plan Room:

- Free FedEx pick-up*.
- Free FTP transfer.
- Scanning or downloading of plans and specifications.
- Indexing of plans and specifications.
- Posting plans and specifications to your private plan room.
- Document management with revision control.
- On-line viewer.
- Tracking and reporting.
- Highest quality printing.
- Super discounted shipping rates.
- Personalized transmittals with your company logo.
- Personalized plan room with your company logo.
- Automated ordering

*One time per project

_____ I have read and understand the above terms and conditions. I understand that if I do not meet the above requirements I will be charged for a minimum of two (2) sets of plans and specifications, excluding shipping.

Credit Card # _____ Exp date _____

Authorized Signature _____

Please fax this form to Plan Express Customer Service 901.843.2147 OR include with ANY hardcopy plans and/or specifications to be scanned and posted to your private plan room. We are unable to process ANY plans and/or specifications with out this agreement on file.