

Date :

A/E Graphics Distribution Form

Project Info

Account Name: Who should A/E bill for printing and distribution

Project: Name of project building or site

Package #: ex BP1, BP2, Lan

Address: Project Site Address

City **State** **Zip**

Project Specifics

Secondary Company: ex, Architect,GM,GC

Sub-Project: Specific Building or project type

Project Type: ex, School, Hospital, Commercial

Bid Due Date

Distribution Date

Project Discription: Give more specifics on the project

Project Size: Optional-Project Cost Est.

Bid Due Time

Distribution Location: Brookfield/Downtown...

Contact Info

Primary Contact	Secondary Contact
Name <input type="text"/>	Name <input type="text"/>
Company <input type="text"/>	Company <input type="text"/>
Phone <input type="text"/>	Phone <input type="text"/>
Fax <input type="text"/>	Fax <input type="text"/>
E-Mail <input type="text"/>	E-Mail <input type="text"/>

Distribution Info

Distribution Options

1) Purchase Only Purchase Amount:

2) No Deposit Max # of sets per bidder:

3) Deposit

Invited or **Open**

Select only one. Must provide a list for invited bids prior to distribution.

Deposit Bid Info

Deposit Amount:

Check Payee:

Last Refund Date:

Return To:

Trade Cards Excepted

YES NO

Office Use Only

Shipping Fee

Payable to

NO EXTRA CHARGE FOR INTERNET POSTING

Publish Bid Info: Yes No
 This will post the project information to the website (address, contacts, ect)

Post Documents:
 This will post the plans and specs to the website

Publish Bid List:
 This will post the bid list to the website.

Password Protected:
 Only allows project info. access to those who have the password

Password:

Pre-bid meeting: All prebid information will be posted to the website.

Date / Time	<input type="text"/>	Mandatory	<input type="checkbox"/>
Address	<input type="text"/>		
	<input type="text"/>		
Phone	<input type="text"/>	Contact	<input type="text"/>

Printing Information	Number Of:	Plans	Specs	1/2 Size
Name of Architect Company and Contact Info : Include Phone Numbers and Adresses				
Name of CM /GC Company and Contact Info : Include Phone Numbers and Adresses				
Circle <u>Plan Rooms</u> who should receive a set and List any others you wish to add: Builders Exchange <input type="checkbox"/> <u>Please List any Others Here</u> Contractors Exchange <input type="checkbox"/> F.W. Dodge <input type="checkbox"/> Reed Construction Data <input type="checkbox"/> All of the above <input type="checkbox"/>				
Number of sets for initial printing ? (how many to start)				
Total Sets	0	0	0	
Any Specific Instructions List here:				

Office Use Only:
 Add on Printing

“Advertisement/Invitation to Bid” Requests:

- 1.) List A/E graphics' entire address along with our phone and fax numbers , website and hours: 7:00-5:00 M-F
- 2.) List that bid documents must be returned to A/E Graphics with in 10 days of the bid date unless otherwise noted.
- 3.)List that bid sets may not be examined at any A/E graphics location.