



ALASKA'S MOST COMPLETE INFORMATION CENTER

Invoice Date: _____ 20__

ONLINE INVOICE AND AGREEMENT

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Attn: _____ Phone: (____) _____

E-Mail: _____ Fax: (____) _____

Web Site: _____ Specialty: _____

- 12 MONTH UPGRADED SERVICE**
Includes Plans, Specifications and Addenda On Line!.....\$1250.00
- 12-MONTH BASIC Subscription** (includes basic on line service).....\$525.00
- 6-MONTH TRIAL Subscription** (includes basic on line service).....\$315.00

Optional:

- Weekly Mailed Report** (in addition to any of the above services).....\$125.00

Anniversary date: _____ Paid Check #: _____ Total \$ _____

TERMS AND CONDITIONS: This agreement consists of online access to www.theplansroom.com and use of THE PLANS ROOM facilities and services for the length of time as per the following: One year equals 52 weeks of online access, and a half year equals 26 weeks of online access, per the attached agreement.

This account is a Company account. As such, all direct employees of the subscribing company may have full use of the services. Subcontractors, subsidiaries, affiliated companies, consultants; joint partnerships, branch offices etc. are not considered part of the subscribing company and are not afforded rights. Each branch office or subsidiary will be required to have individual accounts and will be charged accordingly.

Payment in advance is required. Any special billing is subject to approval by management. An Anniversary date will be assigned at the beginning of your subscription as per the above-mentioned length of time. As your anniversary date approaches, you will be notified in advance with an invoice showing the amount due to keep your account current. We require payment in advance of your anniversary date to continue an uninterrupted flow of services. Nonpayment constitutes immediate cancellation of the online access and use of all services.

I have read and hereby agree to the above stated terms and conditions. The above address is correct and is the address to send the report.

Customer
Signature: _____ Position: _____ Date: _____

The Plans Room LLC Online Users Agreement

Use of this service constitutes agreement to abide by the rules and regulations of the system, as promulgated by the webmaster from time to time, including acceptance of the following terms and conditions:

The Plans Room LLC Construction Reporting Service contains information about plans, bidders and other matters that may be of interest. Information reported in the project files is based on a review of the invitation to bid documents; plans and specifications have not been reviewed. Efforts have been made to assure the accuracy of the information reported, but The Plans Room LLC offers no warranty, expressed or implied, that any of the reported information is accurate. The best source of information for project files is the actual plans and specifications as issued by the Owner or owner's representative.

THE PLANS ROOM LLC expressly disclaims all warranties, including the warranties of merchantability and fitness for a particular purpose, in connection with the use or operation of the Construction Reporting Service.

THE PLANS ROOM LLC will not be liable for any losses, including lost data, information, profits or any other incidents of consequential damages that may be sustained or arise out of the use, operation or ability to use or operate the Construction Reporting Service. In consideration for the privilege of using the Construction Reporting Service, users hereby release THE PLANS ROOM LLC, its officers, employees, and the webmaster from any and all claims arising from the use of this system.

The information on the Construction Reporting Service is provided for the use of THE PLANS ROOM LLC subscribers, replication is prohibited.

THE PLANS ROOM LLC reserves the right to control or limit access to the Construction Reporting Service. Access may be denied at any time for any reason. Access will be denied to any individual or company who makes use of the Construction Reporting Services for improper purposes, or anyone who gives or shares user name and password information.

The United States Copyright laws prohibit the distribution or copying of copyright materials without proper authorization. THE PLANS ROOM LLC will not tolerate any use of the Construction Reporting Service, which in any way violates the United States Copyright laws. Users must report to THE PLANS ROOM LLC editor any use of the Construction Reporting Service which may amount to a copyright infringement. If in its sole discretion, THE PLANS ROOM LLC determines that any information has been loaded onto the Construction Reporting Services in violation of the Copyright laws, it will delete that information. Any user who, without authorization, loads copyrighted information on the virtual plansroom shall indemnify and hold THE PLANS ROOM LLC harmless from any and all resulting claims and liability.



THE PLANS ROOM LLC ONLINE SERVICE AGREEMENT

**Please fill out and fax back at your earliest convenience with an authorized signature of compliance.*

Company Name: _____

Address: _____

City: _____ State, Zip: _____

Phone: _____ Fax: _____

E-Mail: _____ Web Site: _____

- I understand **THE PLANS ROOM LLC IPIN SYSTEM** is for use only by those companies and individuals that have a fully paid subscription, and I understand the information contained therein is proprietary in nature under copyright law, and has market value.
- The **Authorized Users List** will consist of only employees of the company listed above. Employees are defined as persons receiving a W-2 from said company for the current year. **Sub-contractors and consultants are not considered employees.** For purposes of this subscription, subsidiaries and branch locations will be required to have individual accounts, and will be charged accordingly.
- **I understand that each employee must have their own user name and password.** The user name will default to the first letter and last name for each individual. (*Example: Tom Brown = TBrown*), passwords must be unique and are case sensitive.
- Any distribution of account name(s) and password(s) to persons outside of your company will result in **immediate termination of all services.**
- I understand when I have employees that terminate employment with our company; I will delete access or notify THE PLANS ROOM LLC promptly.
- **I will on the attached sheet list the name and password for each employee of my firm which is to have access to your online project information.** (As defined above)
- **I understand and agree to the terms and conditions stated above.**

Primary Contact: _____ Position: _____

Signature: _____ Date: _____

Authorized Users for (company name) _____

Please make additional copies of form as needed, so all authorized users may be listed.

Name: _____ Name: _____

Position: _____ Position: _____

User Name: _____ User Name: _____

Password: _____ Password: _____

Email: _____ Email: _____

Name: _____ Name: _____

Position: _____ Position: _____

User Name: _____ User Name: _____

Password: _____ Password: _____

Email: _____ Email: _____

Name: _____ Name: _____

Position: _____ Position: _____

User Name: _____ User Name: _____

Password: _____ Password: _____

Email: _____ Email: _____

Name: _____ Name: _____

Position: _____ Position: _____

User Name: _____ User Name: _____

Password: _____ Password: _____

Email: _____ Email: _____

Name: _____ Name: _____

Position: _____ Position: _____

User Name: _____ User Name: _____

Password: _____ Password: _____

Email: _____ Email: _____

THE PLANS ROOM LLC ONLINE

- ◆ Information updated in "**real time**", when we get the information - so do you!
- ◆ **Plans, Specs & Addenda scanned and available on line!**
- ◆ **Current project information** in a variety of formats
- ◆ **Add your Company to a bid list!**
- ◆ Track projects you are interested in with "**My Projects**"
- ◆ Receive updates with **automatic e-mail!**
- ◆ **Order copies of Plans online!**
- ◆ Create **Custom** Searches and Filters!
- ◆ **Plans Holders' Lists** in a printable format, with links to Company profiles
- ◆ Projects in Pre-planning stage
- ◆ **Bid Results** and **Award** information
- ◆ Access to **Archive** information
- ◆ Custom search options – by **CSI codes & key words!**
- ◆ **New! SAM Search** – now search **all specs & addenda for key words!**

THE PLANS CENTER

- ◆ Convenient **Anchorage** location, with a library in **Fairbanks**
- ◆ Plans **library** with access to **computers to view online projects**
- ◆ **Copy machines** available (full size plans, no problem!)
- ◆ **Plans check-out** (overnight & over weekend) 12 month archive
- ◆ **Friendly Staff** to serve you!

- ◆ Weekly Report available at an optional, additional cost

The Plans Room LLC Library Policies

1. THE PLANS ROOM library is available to those companies, agencies, and individuals that have a current subscription to THE PLANS ROOM ONLINE, www.theplansroom.com.
2. Persons using The Plans Room must be employed on the permanent staff of a current subscriber. Sub-contractors and consultants are not considered employees. Subsidiaries and branch locations will each be required to have individual accounts and will be charged accordingly.
3. Plans Room privileges will be suspended or revoked for any subscriber not in good standing financially with The Plans Room, or whose representatives abuse The Plans Room use.
4. The Plans Room is staffed and maintained as a service to all subscribers. It is not available to those without a subscription unless an introduction courtesy visit is offered by staff, to those who are interested in signing up.
5. Plans and specifications on file cover projects throughout the State of Alaska. If you have an interest in plans not on file, every effort will be made to obtain the same for everyone's use.
6. Each person entering The Plans Room must sign in. Persons not signing in may be denied use of the facilities.
7. The Plans Room facilities are designed to provide reasonable plans services, and are not designed to accommodate full-time use for estimating and the transaction of business.
8. The Plans Room also provides for use two (2) computers that are available to view any projects that we have online only and not available in a paper copy. These computers are for plans room use only and not for browsing on the web. Courtesy must be given to others who would also like the access the computers.
9. Copies of specifications and addenda may be printed from the computer screen for a fee. Please alert staff that you are planning on printing before beginning.
10. Plan pages may be ordered using our online order form located within the plan index. These also have a fee based on size and quantity, and will be calculated after placing the online order. Plans printed from orders may take up to several hours to be processed and available for pickup. They may be paid for with cash, check or Visa/MC.
11. The Plans Room has both large format and normal size copy machines available for use by current subscribers. Each subscriber is required to use a Copy Card to access these machines.
12. A Copy Card may be obtained by cash, check or credit card in increments of your choosing from \$1.00 to \$500.00. Once the Copy Card is inserted in the card reader attached to the copier, the charges automatically debit from your card. Your Copy Card may be kept on file at The Plans Room when it is accompanied by an authorized list of employees who may use the Card. It is the subscriber's responsibility to replenish the dollar value of the card to meet their needs.
13. While no time limit is set upon the continuous period which an individual may use a set of plans or computer, courtesy should be observed.
14. Plans and specifications may be reserved for check-out between 4:30-5:00pm for use away from the office, and they are required to be returned to The Plans Room in their entirety between the hours of 8:00 and 8:30am.
15. Plans and specifications not returned by 8:30am on the morning following checkout, or Monday after the weekend, may result in suspension of check out privileges.
16. Plan sets requested from Archives may be checked out, but must be returned upon the request. Call in advance to request archives, have identifying project information, and allow staff to verify plan availability. Plans are available online up to two (2) years after bid date.
17. Anyone removing plans, specifications or any related documents without authorization will have their Plans Room privileges revoked.

www.theplansroom.com

Upgraded Users' System Requirements:

- Microsoft XP or higher operating system
- Internet Access via modem or DSL/Cable (recommended)
- Internet Explorer 5.50, SP2 or higher (Current 7.0.5700)
- Adobe Acrobat Reader (free) 6.0 or higher (Current 8.0) for specs
- Maxview Reader (free) 4.0 or higher (Current 5.13) for viewing plans

*If you are not sure which version of an application you are using, open the application and go to the “Help” menu and choose “About” (name of application). That will show the version.

To download new versions – go to the appropriate web site for the software, i.e. Microsoft.com
We provide links right on our web site for Adobe Acrobat and Maxview Readers.

To Download Adobe Acrobat:

1. Choose the icon from our web site or go to: **adobe.com/products/acrobat/readstep.html**
2. Choose the “reader” option
3. Fill out personal info
4. Click on download – suggestion – save to desktop
5. When complete, close and exit Adobe web site.
6. Click on the install icon that has appeared on your desktop
7. Follow directions that the “Install Wizard” suggests
8. Adobe Acrobat should be installed.

To Download Maxview:

1. Choose the icon from our website or go to: **<http://download.maxview.com/mvdownload/>**
2. Fill out personal info
3. Click on download – save to desktop
4. When complete, close and exit Maxview web site
5. Click on the install icon that has appeared on your desktop
6. Follow the directions that the “Install Wizard” suggests
7. Maxview should be installed
8. Maxview lets you try all of their products free for the 1st 30 days, so when launching Maxview, choose “evaluate”. After the trial period – it will default to the **free Reader**.