

Other Reprographic Services

▶ Reduction / Enlargement “Its All About Convenience”

- Easier For Transporting & Usage On Construction Sites
- Good To Put In Briefcase
- Easy To Refer To Quickly

▶ Third Party Printing

“Let Us Make Your Job Easier”

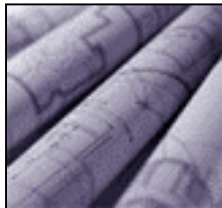
- Tell Us Who To Send Your Plans To & We'll Take Care Of It
- We Will Print As Many Orders As You Want

▶ Emergency Printing

Is Your Copier Out Of Order

Let Us Take Care Of Copying For You

- We Will Help You Out Of A Jam By Making Multiple Copies Of:
 - Submittals
 - Contracts
 - Bid Packages
 - Anything Black & White



Archiving

▶ Project Archiving

Past Projects – Scan & Store (Let Us Be Your Back Up)

- Anything Archived Can Be Printed & Shipped To You Immediately – Takes Just A Phone Call From You
- Off-Site Storage Protects Your Files From Fire, Drying Out, Fading, Deteriorating And/Or Being Lost/Filed Wrong
- Save On Hard-Copy Storage Space
- Organized For Finding Information Easier
- Liability Issues

Submit Any Of The Following Documents For Archiving

Project Files/Folders

- Project Plans & Specs (Bid Or Negotiated Work)(Past & Present)
- Geotechnical Reports
- Subcontractor Folders
- Correspondence
- Contracts
- Maintenance Information & AsBuilts
- Submittals
- Estimates
- Change Orders

Company Files/Folders

- Company Manuals
- Marketing Materials
- Company Information
- Product Spec Sheets
- Product Manuals
- Past Estimates & Proposals

The Organization Of Archived Materials

- Start With Our Standard Setup Of Folders
- Customize For Your Needs (Don't See A Folder Listed That You Want? – We Will Add Any Special Folder That You Request)

After Scanning

- We Will Keep A Copy Here @ Construction Summary
 - Safely Protect Your Information With Off Site Storage (Information In More Than One Place Is Smart Business)
 - Information Is Periodically Backed Up Throughout The Day
- Leave With Your Choice Of CD or DVD

Existing Services

► Plan Reproduction

- Select Plans & Specifications From Our Online Plan Library Can Be Preordered & Shipped To Your Address
- OR Bring Us Your Project And Have Copies Made
- We Will Make Copies Of Any Size From 8 ½ x 11 To 36 x 60
- We Will Ship The Plans Anywhere You Want Them To Go And To As Many Recipients As You Need

► Online Plan Library

- A Selection Of Projects Unmatched In Northern New England
- Save Travel Time & Preview Plans & Specifications Online
- All Documents Can Be Viewed In PDF Format

► Submit Projects For Subcontractors To Bid On – No Charge To Submit Project

Questions? Please Contact Customer Support
From 7:45am – 6pm At 1-800-321-8856

Sending Documentation

► Plans, Specifications & Addenda

- Hardcopy
 - Drop Off/Mail/Overnight Any Or All Documentation
- Electronically – Email
- **FTP**
 - Easier Way To Send Us Projects (Never Leave Your Desk)
 - Easy Transfer For Any Files (Or Collection Of Files) Over 10MB
 - Save The Cost Of Printing & Shipping To Us
 - Send To Us In PDF, Tiff, DWG, PLT...
 - Call the Construction Summary Office (1-800-321-8856) To Receive Password Access And Provide Any Direction Prior To Sending Electronic Documents.

RATE INFORMATION

Paper Size	Plan Reproduction	Half Size Sets	Archiving
8 ½ x 11	\$.08	NA	\$.08
24 x 36	\$2.00	\$1.00	\$1.00
30 x 42	\$3.00	\$1.00	\$1.25
36 x 48	\$3.00	\$1.50	\$1.25
36 x 60	\$4.00	\$2.00	\$1.50

Other: Pricing For Paper Sizes Not Listed, Please Contact Customer Support

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