

# Digital Plan Room Worksheet

Project Information:

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please include the following:

Is there a deposit required? \_\_\_\_\_ Amount: \_\_\_\_\_ Payable to: \_\_\_\_\_

Shipping to be paid by: \_\_\_\_\_

If shipping to be paid by Project Manager, your shipper and shipping number: \_\_\_\_\_

If no deposit, who is paying for: Printing \_\_\_\_\_

Shipping \_\_\_\_\_

Are you allowing partial sets to be printed? \_\_\_\_\_

Max. Number of sets allowed : Generals \_\_\_\_\_ Subs \_\_\_\_\_ Suppliers \_\_\_\_\_

Are you allowing this job to be Downloadable? \_\_\_\_\_

Who is paying for downloads : Architect or Contractor? \_\_\_\_\_

*All files made Viewable for Bidders are optional.* Allowing this job to be Viewable? YES NO

Allowing Spec TOC / Drawing INDEX Only \_\_\_\_\_ Entire Job \_\_\_\_\_ (paid by Owner/Architect)

Pre – Bid Date & Time: \_\_\_\_\_ Location of Pre-Bid Meeting \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bid Date & Time: \_\_\_\_\_ Location of Bid opening \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Contact / Company Name: \_\_\_\_\_

Project Manager: Address: \_\_\_\_\_

Persons Name: \_\_\_\_\_ email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Client / Owner: \_\_\_\_\_ Client Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Project Type: \_\_\_\_\_

Approximate Price Range of Project: \_\_\_\_\_

Would you like the bidder's list available for viewing by the public? \_\_\_\_\_

Is this a private bid project? \_\_\_\_\_