



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

For secure payment - please return the completed documents. When processed you will receive an email with a link to pay online.

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 directs 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 company may assign 5 seat licenses to direct employees of the company, and may purchase additional seats as required.

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 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 OPUS 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 be the employee's email address, and 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.***
- Each company will have a maximum of **5 seat licenses**, and may purchase 5 additional as required.
- **I will on the attached sheet list the email and password for each employee of my firm which is to have a seat license to your online project information. (As defined above)**
- **I understand and agree to the terms and conditions stated above.**

Primary Contact: _____ Position: _____

Signature: _____ Date: _____



Primary Contact may list additional staff to reflect their company structure at no cost. Please identify at least two individuals in your company who can answer questions about your business (including you), at least one of which should be assigned "Administrator" privileges. Administrators are authorized to make changes to your account (i.e. edit your company profile, add / remove personnel, modify seat licenses, etc.) therefore we recommend you select one trustworthy and likely to remain with your company. You may designate more than one Administrator.

Seat 1

Name: _____

Position: _____

Email: _____

Password: _____

Phone: _____

Seat 2

Name: _____

Position: _____

Email: _____

Password: _____

Phone: _____

Seat 3

Name: _____

Position: _____

Email: _____

Password: _____

Phone: _____

Seat 4

Name: _____

Position: _____

Email: _____

Password: _____

Phone: _____

Seat 5

Name: _____

Position: _____

Email: _____

Password: _____

Phone: _____

THE PLANS ROOM LLC ONLINE

- ◆ Information updated in "**real time**", when we get the information - so do you!
- ◆ **Plans, Specs & Addenda 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 "**Tracked Projects**"
- ◆ Receive updates on addenda/memos with **automatic e-mail!**
- ◆ **Convenient Bidding Calendar with pre-bid tracking.**
- ◆ **Order copies of Plans online!**
- ◆ Create **Custom** Searches and Filters!
- ◆ **Plans Holders' Lists** in a printable format, with links to emails!
- ◆ Projects in Pre-planning stage – call **Project Leads**
- ◆ **Bid Results** and **Award** information
- ◆ Access to **Post-Bid** information
- ◆ Custom search options – by **key words!**
- ◆ Weekly Report available at an optional, additional cost

www.theplansroom.com

Upgraded Users' System Requirements:

- Microsoft XP or higher operating system
- Use Chrome, Firefox, or Edge as a browser
- Adobe Acrobat Reader (free) 6.0 or higher (Current 8.0) for specs
- OnCenter Software (free) 3.96 or higher 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.

We provide links right on our web site for Adobe Acrobat and OnCenter 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 OnCenter Plan Viewer:

1. Choose the icon from our website or go to: <http://www.oncenter.com/plan-viewer/>
2. Fill out personal info
3. Click on download – save to desktop
4. When complete, close and exit OnCenter web site
5. Click on the install icon that has appeared on your desktop
6. Follow the directions that the “Install Wizard” suggests

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.