

Digital Vault: 713.579.1234 • Fax: 713.966.8525 • vault@aeocomplex.com • www.aecomplex.com/digitalvault

New jobs and updates will be processed within 24 hours from the time they are received in A&E's Digital Vault.

If this is an update, skip to box #3.

Project Information

***Required Field**

- * Project Name: _____
- Project #/Ref: _____
- * Project Submitted By: _____
First Name Last Name
- * Company: _____ Account #: _____
- Project Manager: _____
- * Phone #: _____ Fax: _____
- * E-Mail: _____
- ❖ Return Originals To (name): _____ Company: _____
- ❖ Project cannot be entered and/or made available without a valid e-mail address.

New Project

Project Access Type: (required)

- Public Access
 - open access
 - project shows online to all users
- Managed Access
 - access limited to interested parties
 - project can only be viewed after permissions granted
- Private
 - only invited guests can view and/or order from project via DFS invitation

Detailed Description: (strip center name, location, address)

Project Consists of:

- Plans Specs Other (ie: Photo, Video): _____
Call for file requirements.

Bid Date: Start: _____ End: _____

Specs Sold By: (choose one) Full Sets Only Division (default)

Plans Sold By: (choose one) Full Sets Only Partial or Full (default)

Are there other authorized administrators who will be allowed access this project?

- Yes* No ***If yes, please fill out "Authorized Users" (page 2).**

- The Price for adding a Digital Vault DFS job is \$2.00 per drawing and 10¢ per spec page.
- Note: Each time an order is placed by anyone other than the submitting company, the following vault handling charges will apply:
 online orders..... \$ 0.00 fax/e-mail orders..... \$ 5.05 phone/walk-in orders..... \$ 9.55

Update

Project Name: _____

Issue Name: (online folder name) _____

Special Instructions for Update: _____

Does this update include PLANS? Yes No Does this update include SPECS? Yes No

authorized users

- * All fields must be legible & completed.
- * If your list is larger than provided, please email your list to vault@aeocomplex.com and refer to portal name or fill out the content list spreadsheet found at aeocomplex.com/digitalvault.

	Authorized User #1	Authorized User #2	Authorized User #3
Company			
Trade			
Name			
Phone			
Fax			
E-mail			

important info
