

Bid Job Worksheet

Thank you for choosing **Key Companies** for your bid project. Please take a minute to fill out this worksheet. When we receive your plans and specifications, we will print any administration sets that you have requested. Additional sets will be printed according to the number of bidders calling for sets, unless otherwise specified by you. We can collect the checks for you and keep an updated planholders list. We can post the drawings, specifications, any addendums you may have and the planholder list to our website. We ship plans via UPS for your out of town bidders. It is our policy, not to allow bidders to view plans and specifications at our office. Please refer your bidders to our online plan room to view the project. Also please direct contractors to www.plankey.com to place their orders for the project.

Please fill in blanks completely.

Project Name: _____ Bid Date & Time: _____

Sub project Name: _____

Bid Description: _____

Project Address: _____

Posting Company: _____

Billing Address: _____

Shipping Address: _____

Main Contact: _____ Phone: _____

Email: _____ Fax: _____

2nd Contact: _____ Phone: _____

2nd Contact Email: _____ Fax: _____

Date & Time of Prebid Meeting: _____ Is it Mandatory to Attend? _____

Address of Prebid: _____

Is this a refundable deposit? _____ Is Key handling the checks? _____

Deposit or Cost: _____ Who are the checks payable to? _____

Is this project Tax Exempt? _____ Tax Exemption Number: _____

Would you like the bid posted public or private? _____ Would you like a planholders list viewable on the website? _____

If private, what password would you like to use? _____ (please give this password to all invited contractors)

Would you like the plans, specs, or addendums posted to the website? _____

Are we collecting a separate check for the freight charges? _____

Are companies allowed to order partial sets and pay for those themselves? _____

What is the last day for plans to be returned for a refund? _____ What address should sets be returned? _____

Printing Instructions

How many administration sets are needed?		Please list below or on a separate page
Specification cover color:		
Is the book to be printed one sided or two sided?		
What kind of binding for the book(s)?		
Are there any colored sections?		

If there are any colored sections please use post it notes to mark the sections and write down the color.

Please provide us with the names, addresses and phone and fax numbers of the plan rooms that you would like sets sent to, as well as any other companies you would like sets sent to at no charge to them. (Engineers, Architects and the Owner).

Company:				
Contact Name:				
Address:		Email:		
City:	State:	Zip:	Phone:	Fax:

Company:					
Contact Name:					
Address:				Email:	
City:	State:	Zip:	Phone:	Fax:	

Company:					
Contact Name:					
Address:				Email:	
City:	State:	Zip:	Phone:	Fax:	

Company:					
Contact Name:					
Address:				Email:	
City:	State:	Zip:	Phone:	Fax:	

Company:					
Contact Name:					
Address:				Email:	
City:	State:	Zip:	Phone:	Fax:	

Company:					
Contact Name:					
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City:	State:	Zip:	Phone:	Fax:	

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Contact Name:					
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City:	State:	Zip:	Phone:	Fax:	

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Contact Name:					
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Contact Name:					
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City:	State:	Zip:	Phone:	Fax:	

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City:	State:	Zip:	Phone:	Fax:	

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City:	State:	Zip:	Phone:	Fax:	

Company:					
Contact Name:					
Address:				Email:	
City:	State:	Zip:	Phone:	Fax:	