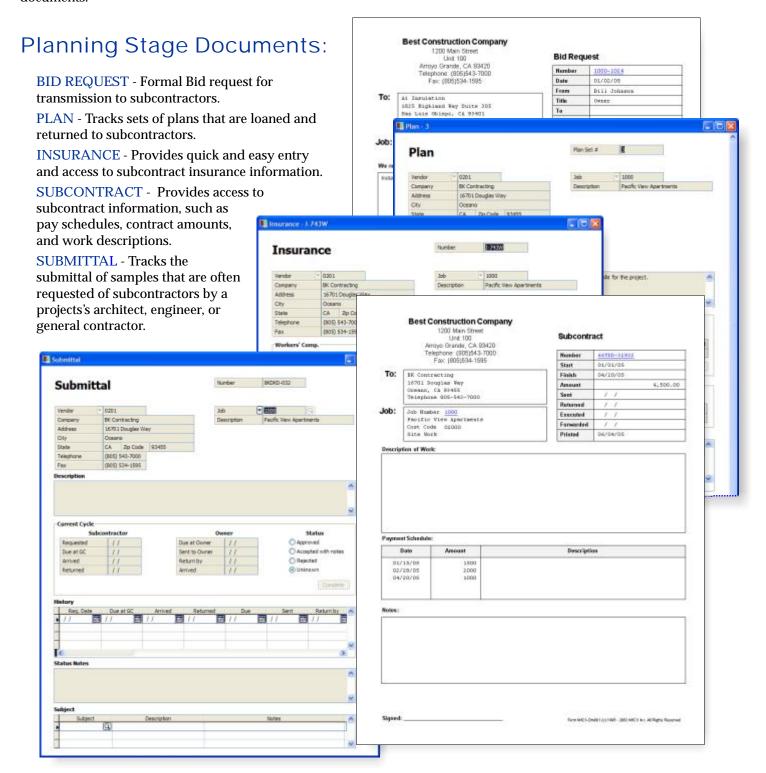


## **DOCUMENT MANAGER**

The BIS® Document Manager module is designed to help users deal with the avalanche of paperwork associated with each building project. Document Manager provides a means of managing the project paper trail through the entire project life. For each document form, Document Manager allows users to easily track, maintain, query, change, search and print the documents.



## Performance Stage **Documents:** Best Construction Company 1200 Main Street Unit 100 Change Order **CHANGE ORDER - Tracks contract change** orders between the general contractor and the **Best Construction Company** owner (General Change Order), and the general Subcontract Change Order contractor and the subcontractor (Subcontractor Change Order). **Best Construction Company** TRANSMITTAL - A cover letter usually Transmitta Unit 100 Arroyo Grande, CA 93420 Telephone: (805)543-7000 sent to identify associated paperwork and 5454-5411 related instructions. **REQUEST FOR INFORMATION -Best Construction Company** Tracks information requests to the 1200 Main Street **Deficiency Notice** Unit 100 Arraya Grande, CA 93420 Telephone: (805)543-7000 project's architects and engineers that is Fam. (805)534-1595 60/25/0 required by the general contractor or subcontractor. **Best Construction Company** 1200 Main Street Unit 100 Ampyo Grande, CA 80420 Telephone: [805]543-7000 Fax: (805)534-1595 **DEFICIENCY NOTICE -**Request for Information Generates professional quality deficiency notices, listing requirements that the Title Far Mest Properties 1625 Parker Street To subcontractor still needs to Los Angeles, CA 90001 Telephone: (805)543-7000 Title complete. **LIEN RELEASE - Generates** Dwg Ref release forms to be signed by Spec Ref. We are sending you the following items: the subcontractor for partial or Please double-thericitie specifications on the paint rotor in the reception area, i durithink this is whatyou intended. Also, there is a pretrien with the class of resulation specified as well. Sea the other entire. final payment for workd performed. **MEETING MINUTES -**Records summary of meeting **Best Construction Company** minutes, along with items 1200 Main Street Unit 100 royo Grande, CA 83420 Punchlist discussed and names of those For the following reason: Telephone: (805)543-7000 present, allowing Fax: (805)534-1595 Date 06/04/05 Lack of information Bill Johnson Interpretation of documents dissemination of these notes to At Insulation 1825 Highland Way State 185 Apparent conflict in documents all interested parties. Ben Lyis Obispo, CA 93401 Telephone 805-543-7000 Title Please respond on this form or send a separate Telephone Fond The following items have yet to be completed on this Opened Closed Description **Completion Stage Documents: CLOSEOUT SUBMITTAL - Tracks final job** submittals, such as operating manual or warranty certificates, which need to be forwarded to the owner. PUNCHLIST - The final list of touch-up tasks for a project that must be completed by the subcontractor.

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