



NEW PROJECT CHECKLIST

PLEASE EMAIL YOUR COMPLETED FORM TO
YOUR LOCAL BHFx LOCATION

PLEASE INCLUDE YOUR INVITATION TO BID
WHEN SUBMITTING THIS FORM

COMPANY / PROJECT INFORMATION

COMPANY NAME:	
PROJECT NAME:	
PROJECT NUMBER:	
BID DUE DATE/TIME:	
PRE-BID MEETING DATE/TIME:	
PRE-BID MEETING MANDATORY?: YES NO	
CONTACT NAME:	PHONE NUMBER:
EMAIL ADDRESS:	FAX NUMBER:

PROJECT DISTRIBUTION INFORMATION

WHO IS INVITED TO BID THIS PROJECT?	GC	SUBS	BOTH
ARE OUTSIDE PLAN ROOMS ALLOWED RECEIVE DOCUMENTS?	YES	NO	
PRINTING - WHO PAYS?	ARCH	GC	OWNER BIDDERS
PRICE FOR PRINTED SET:	BHFx PRICE	FLAT PRICE \$ _____	

DEPOSIT INFORMATION (IF APPLICABLE)

BID DEPOSIT?	REFUNDABLE NON-REFUNDABLE	AMOUNT:	MAX # OF SETS:
CHECK PAYABLE TO:			
RETURN DOCUMENTS TO:	BHFx ARCH GC OWNER		

BHFx PLAN ROOM INFORMATION

POST PROJECT TO BHFx PLAN ROOM?	YES NO	PLAN HOLDERS LIST:	PUBLIC PRIVATE
AVAILABILITY?	PUBLIC PRIVATE (PROJECT PASSWORD IF PRIVATE): _____		
DIGITAL FILES?	FILES DOWNLOADABLE?	YES NO	
	DOWNLOAD PRICE:	BHFx PRICE	FLAT PRICE \$ _____
	WHO PAYS?	ARCH GC OWNER BIDDERS	
	IF DEPOSIT, ARE CD'S AVAILABLE AFTER HARD COPY ORDER?	YES NO	
BID INVITATION: <small>If applicable</small>	FAX USING LIST PROVIDED EMAIL USING LIST PROVIDED EMAIL USING BHFx DATABASE		
ADDENDA - WHO PAYS?	ARCH GC OWNER BIDDERS		
ADDENDA DISTRIBUTION?	EMAIL/DOWNLOAD	FAX (20 pg max)	UPS GROUND UPS NEXT DAY

PLANS & SPECIFICATIONS INFORMATION

HOW ARE DOCUMENTS BEING PRINTED?	FULL SETS DISCIPLINES/DIVISIONS OTHER
SPECIFICATION DETAILS:	COVER COLOR: _____
	LAYOUT: 1 SIDE 2 SIDE
	BINDING: ACCO STAPLE GBC SCREW POST
FURTHER CLARIFICATIONS:	

ANY ADDITIONAL PROJECT INFORMATION