

# Project Posting Transmittal Form

Fax: 425-259-3832

## 1. Attention BXWA! (check one):

- I am sending you a new project to post.  
 I am sending additional documents to post to an existing project (Existing BXWA Project#: \_\_\_\_\_).  
 BXWA already has this project! Please link to my area per below (Existing BXWA Project#: \_\_\_\_\_).

## 2. Project Information:

**Bid Date:** \_\_\_-\_\_\_-\_\_\_\_, **Bid Time:** \_\_\_:\_\_\_ am / pm (Time zone: PST, MST, CST, EST, AKST, HIST)  
**Project Location** (City, State):  
**Project Title:**  
**Project Description:**

## 3. Company Information (from):

**Company Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Phone:** ( \_\_\_ ) \_\_\_\_\_ **Fax:** ( \_\_\_ ) \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Address, City, State, Zip Code:** \_\_\_\_\_

I authorize this project to be posted and agree to pay all posting charges:

X \_\_\_\_\_

(Signature required)

\_\_\_\_\_-\_\_\_\_-\_\_\_\_  
(Date Signed)

(Purchase Order No., if required)

## 4. Posting Directions

### A. Please post to my on-line plan room under (check one):

- Projects Bidding  Select Projects  Under Construction  Archived Projects

### B. Password protect this project? (check one):

No

Yes, assign this password **Username:** \_\_\_\_\_ **Password:** \_\_\_\_\_

(Username & Password must be all lower case, with no spaces)

### C. Project access level (check one): (\$25 monthly hosting for jobs kept online past 150 days for exclusive/max exposure, call/email to have jobs taken off)

<input type="checkbox"/> Exclusive	Post to my on-line plan room area only (free / controlled access to all my invited bidders).	Plans: \$1.25 / sheet Specs: \$0.25 / page
<input type="checkbox"/> Maximum Exposure	Post to my on-line plan room and to bxwa.com's "On-Line Plan Center" (free access to my invited bidders and bxwa.com members).	Plans: \$1.00 / sheet Specs: \$0.15 / page
<input type="checkbox"/> Traditional Plan Center	Post to bxwa.com's "On-Line Plan Center" only (access by bxwa.com plan center members only).	No charge

## 5. Disposition of Paper (check one):

- I am sending documents electronically (no paper).  
 Recycle paper documents. I do not want them back.  
 Place at front desk for pick-up. I will send a Courier to pick-up (within 2 weeks or docs will be recycled).

Return documents via

UPS

FedEx

Two weeks After Bid Date

One Day After Scanning

My Shipper Account # is: