

## Frequently Asked Questions By Architects, Engineers and Project Owners

1. Do I upload CAD documents?

*AEPlans provides a software component, MaxCapture that converts any Windows based design program file into a secure Tiff Group IV or CAL format (with non-lossy compression). This is a standard in the Industry.*

2. In what format can I upload specifications?

*Specifications may be produced in any format that makes available a free viewer for the Windows environment, such as Adobe PDF or Microsoft Word.*

3. How do I send my documents to you, to post to your website, [www.aeplans.com](http://www.aeplans.com)?

*You maintain direct control of your documents by using our free software component, MaxView MaxPlans Manager at your workstation. This allows you to assemble, organize and upload (or post) to either the private or public section of the website. Free installation support, training and completion of a test project take about an hour. Call today to schedule (800-220-1298).*

4. Are my documents secure?

*Yes, AEPlans projects incorporate the MaxView secure document technology that is a leader in construction document distribution. This software encryption and hash verification meets the federal security standard, SHA-1. The documents are in a view and download only format and cannot be altered. Print tools or screen-based takeoff tools enable contractors to work with these secure documents.*

5. Can I sign my electronic documents like my paper documents?

*A Digital Signature Object (DSO) is available to "sign" your projects prior to submittal to AEPlans. The DSO will be created, **free of charge**, with the information provided and then encrypted so it can be used only on the computer having the MaxView System ID.*

6. How do I send addenda notifications?

*When you post an addendum our system automatically sends e-mail to all Prime Bidders and Interested Parties that have logged on to your project information page. Once this e-mail is received, interested parties are directed to your project to view and download the addendum, which is available immediately.*

7. Who pays for the service?

*The Originator is billed on a pay-as-you-go basis per project. Typically the*

*Owner reimburses these fees. The cost is per plan page depending on the size of the project.*

**Contact your Area VP for information on our “Committed Program” Pricing.**

*Standard pricing is listed below.*

Public projects with up to 10 pages	\$200 flat rate
Public projects with 11-30 pages	\$25 per page
Public projects with 31-50 pages	\$30 per page
Public projects with 51-70 pages	\$35 per page
Public projects over 70 pages	\$40 per page

Private Project Area                      \$20 per page (\$200.00 min)

***There are no charges for specification sections.***

8. How do I maintain a Plan Holders list?

*Every AEPlans user is required to register and is automatically tracked when they log in to your project information page. Real-time project activity statistics, such as interested parties, viewed plan pages and transactions are available to you, the project originator, and the owner.*

9. How much does it cost to set up my office for AEPlans' service?

*The software, training and support is provided free of charge.*

10. Do you provide technical support and how much is the cost?

*Yes, we provide personal telephone support and email support for you as the document originator and for the construction community companies that access your projects. All support is included in the project “pay-as-you-go” upload fee.*