



ELECTRONIC PLAN MANAGEMENT POLICY

- Available exclusively for all customers of Auburn Reprographics & Supply (ARS).
- All materials provided to ARS will be scanned as an Adobe Acrobat (.pdf) format unless otherwise requested.
- All materials will be transferred into an electronic folder saved by the project name in the submitting company's database folder in the ARS customer hard drive storage.
- All revisions, addendums, and any other files or specifications will be placed into the appropriate titled project folder along with the submission date.
- **NO FILES IN A COMPANY'S FOLDER WILL BE PRINTED, DOWNLOADED OR RELEASED TO OTHER INDIVIDUALS UNLESS...**
 1. Request in person or expressed permission given by an authorized representative of the company.
 2. Submission via fax or email of an official work transmittal from the company.
 3. Phone communication from an authorized company representative to an ARS employee.
- It is the responsibility of the customer to communicate its request for a project to be placed in the ARS **ONLINE PLANROOM**. All files on the **ONLINE PLANROOM** are view only Adobe Acrobat .PDF files and are protected by a username and password given to ARS by the submitting company. The username and password will not be issued to any other company by an ARS employee. The username and password should then be issued by this company to their sub-contractors and customers for use at the ARS website. Access for viewing files and received print orders to ARS via the **ONLINE PLANROOM** are done so with the understanding by all involved parties that the username and password had already been given by the company to those people of their choosing.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Email: _____

I, _____, am an authorized representative of the above company and understand all parts listed above of the Electronic Plan Management Policy for Auburn Reprographics & Supply, Inc (ARS). I am fully aware that this policy is in place for the protection of files for my company and its business endeavors and to protect the privilege to print and distribute by Auburn Reprographics & Supply, Inc (ARS).

Signature: _____ Date: _____