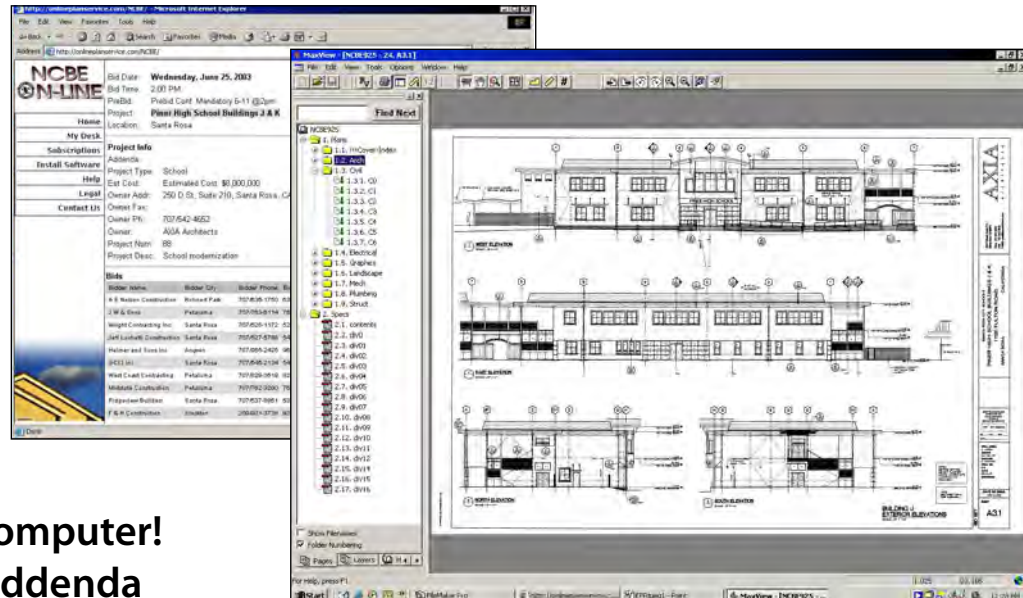


# NORTH COAST BUILDERS EXCHANGE ELECTRONIC PLAN ROOM



We have put our Plan Room on your computer!

You can now view, download and print using your internet connection. Save valuable time and organize your day to fit your needs. Most plans, specs and addenda from the NCBE Plan Room will be scanned and put in the Electronic Plan Room for your use.



Our Plan Room On YOUR Computer!  
• Online Plans • Spec's • Addenda

PLUS! ACCESS IS ALSO AVAILABLE TO PLANS IN OTHER EXCHANGES AROUND THE STATE FOR A SMALL FEE.

\* SEE APPLICATION ON REVERSE \*

## What You Need to Know

**Q:** Exactly how do I use the Electronic Plan Room?

**A:** First, you need to be a current member of the North Coast Builders Exchange. You may then use the EPR as often as you like. To use the new service, you will need a computer and Internet Access. Here are the minimum requirements:

- Pent 3 or equivalent
- Windows 2000, XP or Vista
- 512 MB RAM
- Internet Explorer
- DSL or faster connection speed

If you've got any questions about equipment, call Matt Warner, Plan Room Operations Director, at 542-9502, or e-mail your questions to him at matt@ncbeonline.com. Watch for announcements about upcoming Electronic Plan Room training sessions.

**Q:** How much does it cost me to use the Electronic Plan Room?

**A:** The EPR is a one-time start-up fee of \$150 to activate service.

**Q:** What else do I need to know?

**A:** The documents in the Electronic Plan Room are provided as a service to our members. You should confirm that all content is current and complete for bidding purposes. Every effort will be made to post all documents prior to bid date and time. You may certainly download material for your personal use, as long as you keep intact all copyright and other proprietary notices.

## Information Needed for NCBE Electronic Plan Room

Please fill out the following information and fax back to (707) 542-0674

Company Name \_\_\_\_\_ Member# \_\_\_\_\_  
Contact Person (First) \_\_\_\_\_ (Last) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_@\_\_\_\_\_  
License # \_\_\_\_\_ License Classification (Ex. A, B, C-10...) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

For further information, Call (707) 542-9502 • NCBE, 1030 Apollo Way, Santa Rosa, CA 95407

*Updated 2010*

This section for NCBE office use only

Username# \_\_\_\_\_ Password# \_\_\_\_\_  
Payment Information:  Check# \_\_\_\_\_  VISA  MC  AMEXP  NCBE Account  
Name on Charge Account \_\_\_\_\_ Account# \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_ 3 digit security code \_\_\_\_\_