

PROJECT MANAGEMENT



Control your projects and manage your documents in real time... from your desk!

Control Your Projects

- See real-time document statuses such as approved, pending, rejected, estimated, and internal
- Create and track submittals, transmittals, requests for proposal (RFP), requests for information (RFI), punch lists, change orders, requests for change orders (RFC), purchase orders, subcontracts, and more
- See calendar views of current and past due activities along with personal task lists for any given time frame
- Enter field logs that allow you to record weather and site conditions, tasks completed, delays experienced, staff on site, materials received, equipment mobilization, and miscellaneous notes
- Track punch list activity by the job, job area, and responsible party
- Create custom statuses and required actions for all documents, ensuring both flexibility and accountability when tracking the life cycle of a document
- Track outside correspondences with the activities on all documents like RFIs, RFPs, submittals, and more

Manage Your Documents

- View easy-to-read logs for all documents
- Email and print documents directly from entry screens
- Create and print meeting agendas using information stored in the system
- Use a custom form designer to create your own look and feel on all documents
- Link documents to one another and to external documents of any format, creating a complete audit trail of communication between project participants

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Foundation Contracting
Submittal List

Sent Submittals

Job No	Submittal No	Referencing	Status	Date	Transmittal No	Description
96020	100	Electrical	Open		104	Regarding all Electrical Work
96020	101	Concrete	Closed	09/12/2008	103	For Concrete Forming
96020	102	Electrical	New		105	This is for all Conduit

Received Submittals

Job No	Submittal No	Referencing	Status	Date	Job No	Description
96020	97	All Flooring to be installed	New			Hardwood floor specs
96020	98	First Floor Wood Work	Open			Ceramic Tile in Room 3
96020	99	For 2nd Floor bathroom upgrades	Closed	12/30/2008		Sink and Floor upgrades see specs



ACE Construct, Inc.
184 North Street
Santa Rosa, CA 95407
www.aceconstructinc.com

LETTER OF TRANSMITTAL

TO: ABC Company
4458 4th Street
Charleston, WV 25302

DATE: 1/30/2009 **JOB NO:** 12050334

ATTENTION: John Ryan

RE: ABC Company

WE ARE SENDING YOU:	<input checked="" type="checkbox"/> Attached <input type="checkbox"/> Under Separate Cover	VIA:	<input type="checkbox"/> U.S. Mail <input checked="" type="checkbox"/> Fax, Total No. of Pages: 10 <input type="checkbox"/> Other
THE FOLLOWING ITEMS:	<input type="checkbox"/> Shop Drawings <input type="checkbox"/> Prints <input type="checkbox"/> Plans <input type="checkbox"/> Specifications <input type="checkbox"/> Copy of Letter <input type="checkbox"/> Proposal <input checked="" type="checkbox"/> Proposal Request <input type="checkbox"/> Samples <input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract <input type="checkbox"/> Change Order <input type="checkbox"/> Other -- Documents <input type="checkbox"/> Pay Request		


COPIES	DATE	DESCRIPTION
1	1/28/09	Estimate of Permit and Impact Fees applicable

WE ARE SENDING YOU:	<input type="checkbox"/> For Approval <input type="checkbox"/> Return for Corrections <input type="checkbox"/> For Review & Comment <input type="checkbox"/> For your Use <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Noted <input type="checkbox"/> Submit copies for approval <input type="checkbox"/> For Payment <input type="checkbox"/> Return copies of corrected prints <input checked="" type="checkbox"/> As Requested <input type="checkbox"/> Resubmit copies for approval	FOR BIDS DUE BY ___/___/___
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REMARKS

We are forwarding at Joe Smith's request the attached. We have explained to him that these are calculations done by us using the County's Forms and Schedules. The actual costs will invariably be different when the County calculates at permit issuance.

COPY TO:

SIGNED: 

If enclosures or attachments are not as indicated above, kindly notify us at once

www.foundationsoft.com

JOB COST ACCOUNTING | PROJECT MANAGEMENT | SCHEDULING



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800.246.0800 | info@foundationsoft.com