

Digital Vault: 210.829.7000 • Fax: 210.824.6717 • [dfs41@thomasrepro.com](mailto:dfs41@thomasrepro.com) • [www.centraltexas.thomasrepro.com/dvdfs](http://www.centraltexas.thomasrepro.com/dvdfs)

New jobs and updates will be processed within 24 hours from the time they are received in Thomas's Digital Vault.

If this is an update, skip to the "Update" box at bottom of form.

Project Information

\*Required Field

\* Project Name: \_\_\_\_\_  
 Project #/Ref: \_\_\_\_\_

\* Project Submitted By: \_\_\_\_\_  
First Name Last Name

\* Company: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_

\* Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

\* E-Mail: \_\_\_\_\_

• Return Originals to (name): \_\_\_\_\_ Company: \_\_\_\_\_

• Project cannot be entered and/or made available without a valid e-mail address.

New Project

**Project Access Type: (required)**

**Public Access**  
 • open access  
 • project shows online to all users

**Managed Access**  
 • access limited to interested parties  
 • project can only be viewed after permissions granted.

**Private**  
 • only invited guests can view and/or order from project via DFS invitation

Detailed Description: (strip center name, location, address)  
 \_\_\_\_\_  
 \_\_\_\_\_

Project Consists of:  
 Plans  Specs Other (ie: Photo, Video): \_\_\_\_\_  
Call for file requirements.

Bid Date: Start: \_\_\_\_\_ End: \_\_\_\_\_

Specs Sold By: (choose one)  Full Sets Only  Division (default)

Plans Sold By: (choose one)  Full Sets Only  Partial or Full (default)

Are there other authorized users who will be allowed to access this project?  
 Yes\*  No \*If yes, please fill out "Authorized Users" (page 2).

• The price for adding a Digital Vault DFS job is \$2.00 per drawing and 10 cents per spec page.  
 • Note: Each time an order is place by anyone other than the submitting company, the following handling charges will apply:  
 online orders ..... \$ 0.00 fax/e-mail orders ..... \$ 5.05 phone/walk-in orders ..... \$ 9.55

Update

Project Name: \_\_\_\_\_

Issue Name: (online folder name) \_\_\_\_\_

Special Instructions for Update: \_\_\_\_\_

Does this update include PLANS?  Yes  No

Does this update include SPECS?  Yes  No

authorized users

- \* All fields must be legible and completed.
- \* If your list is larger than provided, please email your list to [dfs41@thomasrepro.com](mailto:dfs41@thomasrepro.com) and refer to portal name.

	Authorized User #1	Authorized User #2	Authorized User #3
Company			
Trade			
Name			
Phone			
Fax			
E-mail			

important info

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