



RDCADD ORDER FORM

GETTING STARTED:

STEP 1 ► Complete the entire form and print to submit by email, fax or mail (see below). If you choose to mail the form, please make sure to keep a copy for your records.

EMAIL - Complete and send to: order@rdcadd.com

FAX - Complete and fax to: (703) 740-9160

MAIL - RDCADD
7893 PATRIOT DRIVE #102
ANNANDALE, VA 22003

STEP 2 ► Once we receive the completed form and all the necessary original documents and files for the project, we will begin your project immediately.

STEP 3 ► You will receive a confirmation email with your projection information, expected delivery date, login instructions, and any additional information.

ORDER FORM

Name _____
 Organization _____
 Department _____
 Billing Address _____
 City _____ State _____ Zip _____
 Phone _____ Email _____

AUTOCAD & MICROSTATION (SHEET SIZE C, D, E)

TURNAROUND	STANDARD	CUSTOM	MAPS/SITE	UNIT	TOTAL
▶ Next Day Turnaround	<input type="checkbox"/> \$600	<input type="checkbox"/> \$650	<input type="checkbox"/> \$1100	X _____	= \$ _____
▶ 3-Day Turnaround	<input type="checkbox"/> \$300	<input type="checkbox"/> \$350	<input type="checkbox"/> \$550	X _____	= \$ _____
▶ 5- Day Turnaround	<input type="checkbox"/> \$200	<input type="checkbox"/> \$225	<input type="checkbox"/> \$325	X _____	= \$ _____
▶ 10- Day Turnaround	<input type="checkbox"/> \$150	<input type="checkbox"/> \$175	<input type="checkbox"/> \$275	X _____	= \$ _____
▶ 4-6 Week Turnaround	<input type="checkbox"/> \$100	<input type="checkbox"/> \$125	<input type="checkbox"/> \$195	X _____	= \$ _____

Choose Version: AutoCAD: 14 2000 2002 2004 2005 2006 2007 2008 2009
 Microstation: V7

SIZE A = BASE SHEET COST X 75%
 SIZE B = BASE SHEET COST X 50% SUBTOTAL \$ _____

REVIT ARCHITECTURE (SHEET SIZE C, D ONLY)

TURNAROUND	PAPER TO 3D (REVIT ARCHITECTURE)	CAD TO 3D (REVIT ARCHITECTURE)	UNIT	TOTAL
▶ Next Day Turnaround	<input type="checkbox"/> \$600	<input type="checkbox"/> \$525	X _____	= \$ _____
▶ 3-Day Turnaround	<input type="checkbox"/> \$350	<input type="checkbox"/> \$300	X _____	= \$ _____
▶ 5- Day Turnaround	<input type="checkbox"/> \$225	<input type="checkbox"/> \$200	X _____	= \$ _____
▶ 10- Day Turnaround	<input type="checkbox"/> \$175	<input type="checkbox"/> \$150	X _____	= \$ _____
▶ 4-6 Week Turnaround	<input type="checkbox"/> \$125	<input type="checkbox"/> \$100	X _____	= \$ _____

SUBTOTAL \$ _____

AS-BUILTS/MARKUPS - (RED ink=Add changes, BLUE INK=Drafting instructions Note: If you chose WITH PAPER ORIGINAL, you need to choose from Standard, Custom, or Maps Service above and fill in the appropriate amount **NO STRUCTURAL CHANGES**)

TURNAROUND	AUTOCAD OR MICROSTATION		REVIT ARCHITECTURE		UNIT	TOTAL
	WITH CAD ORIGINAL	WITH PAPER ORIGINAL	WITH CAD ORIGINAL	WITH PAPER ORIGINAL		
▶ Next Day	<input type="checkbox"/> \$125	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$150	<input type="checkbox"/> \$ _____	X _____	= \$ _____
▶ 3-Day	<input type="checkbox"/> \$90	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$120	<input type="checkbox"/> \$ _____	X _____	= \$ _____
▶ 5- Day	<input type="checkbox"/> \$80	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$100	<input type="checkbox"/> \$ _____	X _____	= \$ _____
▶ 10- Day	<input type="checkbox"/> \$70	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$80	<input type="checkbox"/> \$ _____	X _____	= \$ _____
▶ 4-6 Weeks	<input type="checkbox"/> \$50	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$60	<input type="checkbox"/> \$ _____	X _____	= \$ _____

SIZE A = BASE SHEET COST X 75%
 SIZE B = BASE SHEET COST X 50% SUBTOTAL \$ _____

ADDITIONAL SERVICES (PER SHEET)

On-site AutoCAD/Revit Training	Call for quote	UNIT	TOTAL
On-site field measuring	Call for quote		
Plotting = #20 Bond Paper (1.00/s.f.) Vellum (2.00/s.f.) Mylar (4.00/s.f.)	X _____		= \$ _____
Polygon layer: <input type="checkbox"/> BOMA <input type="checkbox"/> IFMA <input type="checkbox"/> INSTITUTIONAL	Base sheet cost	X 25%	= \$ _____
Polygon data exported to Microsoft Excel	Base sheet cost	X 15%	= \$ _____

Shipping & Handling – Price per order

Internet File Return	<input type="checkbox"/> Email <input type="checkbox"/> PDF Color FedEx Overnight FedEx 2-Day US Mail	<input type="checkbox"/> (Instant) FTP <input type="checkbox"/> PDF – Black/White <input type="checkbox"/> CD-R DISC <input type="checkbox"/> CD-R DISC <input type="checkbox"/> CD-R DISC	FREE	\$0
			FREE	\$0
			\$28.00	= \$ _____
			\$19.00	= \$ _____
			\$12.00	= \$ _____
Return original hardcopy documents (1.50 per sheet + \$20.00) # sheets				= \$ _____

ALL NEW CLIENTS WILL RECEIVE A 10% DISCOUNT ON YOUR FIRST ORDER **PROJECT TOTAL \$ _____**

(VALID THRU DEC. 31, 2008)

PAYMENT METHOD

- Check Enclosed:** (make checks payable to RealDesigns LLC)
 Credit Card: Visa MasterCard
 Discover Bank PayPal

Card # _____
 Name _____
 Exp. Date: _____



Billing address is different than your shipping address (specify on next page)

*You will not be charged until the project has been completed.

AutoCAD & Microstation (Paper to CAD Conversion)

STANDARD SERVICE -Hand drafted to exactly match original drawings

- Redrawn 100% to full scale
- Submit your original as-builts or .TIF images
- Layering is standard RDCadd layers (see next page for example)

CUSTOM SERVICE -Hand drafted using your own custom standards

- Submit your custom standards, layers, fonts, titleblocks, dimension styles, etc.
- Layering is AIA, Tri-Services, or your own custom in-house guidelines

MAPS/SITE SERVICE -Hand drafted for your site plans, topographic maps, etc.

- Redrawn 100% dimensionally accurate

Revit Architecture (Paper/CAD to 3D Conversion)

REVIT ARCHITECTURE SERVICE:

- Submit your floorplans, elevations, details, sections, etc. for use in 3D modeling
- Sheets are redrawn using standard 3D objects

As-built/Markups

- Submit your redline drawings with original CAD file OR without original CAD file

You can get more detailed information on our complete list of services at:
<http://www.rdcadd.com/services>

SEND ORDERS TO:

RDCADD
 7893 PATIORT DRIVE #102
 ANNANDALE, VA 22003

CONTACT INFO:

MAIN: 1-800-987-1876
 DIRECT: (703) 606-3842
 FAX: (703) 740-9160
 EMAIL: ORDER@RDCADD.COM
 WEBSITE: WWW.RDCADD.COM
 FTP: WWW.RDCADD.COM/FTP
(YOUR LOGIN INSTRUCTIONS WILL BE EMAILED TO YOU ONCE YOUR PROJECT IS SETUP IN OUR SYSTEM)

OFFICE USE ONLY

PROJECT # _____
 RECEIVED: _____ DUE: _____

CHECKLIST

INSTRUCTIONS:

1. Complete the checklist below. If you need assistance please call 800-987-1876 or email us at order@rdcadd.com
2. If you have additional notes to be incorporated, please include on a separate 8 1/2" X 11" size sheet of paper.
3. Your electronic files can be uploaded to us at www.realdesignsllc.com/rdcadd/ssl-secure/ftp (include any additional files for titleblocks, dimensions, text, layering, etc.)
4. Use RED ink (add changes), BLUE ink (drafting instructions), BLACK ink (X-through, will not be drawn)
5. If left unchecked we will use the default (*)

AUTOCAD & MICROSTATION				REVIT		CHECKLIST
STANDARD	CUSTOM	MAPS/SITE	ASBUILT	ASBUILT	REVIT	
<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	DRAFTING CONVERSION: a) Redraw dimensionally accurate as shown on original documents. b) Redraw as exact overlay of original documents. (Drawings with fewer than 10% dimensions shown)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n/a	n/a	n/a	n/a	<input type="checkbox"/> *	<input type="checkbox"/> *	REVIT: (Architectural objects only) a) 3D model and sheets for plotting (default objects will be used) b) 3D model only (default objects will be used)
n/a	n/a	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	DETAILS/SECTIONS/ELEVATIONS: a) Redraw all details, sections, elevations, notes, and keynotes b) <u>DO NOT</u> redraw details, sections, elevations, notes, or keynotes c) Redraw only: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	n/a	LAYERING: a) Use RDCadd layering guidelines (arch, elec, mech, plumb, structural, civil, hatch, text, misc, dims, window, door) b) Use American Institute of Architects (AIA) standards or Tri-Services layering standards c) Use custom layering standards. Must provide a hardcopy, Microsoft Excel/ Word, or AutoCAD .DWT (template) file
n/a	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	TEXT: a) Redraw all notes, room names, schedules, keynotes, etc b) <u>DO NOT</u> redraw notes or schedules (titles, numbers, room names only) c) Redraw only: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	FONT (STYLE): a) Standard ROMANS/Generic AutoCAD font. OR specify: _____ b) Use font file provided in AutoCAD (.shx) format c) Use font file provided in AutoCAD (.dwt, .dwg) format
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	DIMENSIONS: a) Redraw dimensions as provided b) <u>DO NOT</u> draw dimensions c) Provide dimension style in AutoCAD (.dim, .dwt, .dwg) format
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	HATCHING: a) Redraw all hatching including floorplans, details, site, etc. b) <u>DO NOT</u> redraw hatching c) Redraw only: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	TITLEBLOCKS: a) Redraw titleblock as shown on original document b) <u>DO NOT</u> redraw titleblock c) Provide titleblock in AutoCAD (.dwt, .dwg) format or hardcopy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ADDITIONAL PROJECT NOTES OR COMMENTS: _____

OPTIONAL – Enter shipping address if different than billing address above

Name _____
 Organization _____
 Billing Address _____
 City _____ State _____ Zip _____