

Letterman's Digital Vault is an online portal for design professionals to publish and distribute project bid documents electronically.

Projects with full electronic access provide free, easy-to-download PDF files to anyone with a valid email address and a standard web browser. There is no special software required to download or view the documents and they can be viewed or printed by any normal means.

This method of distribution has been approved by the Louisiana Office of Facility Planning and Control and complies fully with all requirements of Louisiana public bid law.

The Letterman's Digital Vault Program

You can expect the following from the professionals at Letterman's:

- ✓ We verify documents for completeness.
- ✓ We post and index all project documents to the Letterman's Digital Vault site.
- ✓ We attend the pre-bid meeting to discuss the distribution process and how to obtain documents.
- ✓ We post all addenda information throughout the project and distribute addenda notifications to ALL plan viewers.
- ✓ We send out multiple "Prime Bidder Request" to ALL plan viewers to establish which general contractors intend to bid the project. This list serves as a reference to subcontractors & suppliers for bid submission.
- ✓ In compliance with State bid law, Letterman's will send out, via US Mail, printed addenda information released within 7 days of the project bid date.

You can also visit www.lettermansdigitalvault.com to browse the current projects out for bid.

Contact a Letterman's representative today to discuss putting your next project on the **Letterman's Digital Vault**.

800-766-9620

email: info@lettermans.com
or via our website: www.lettermans.com



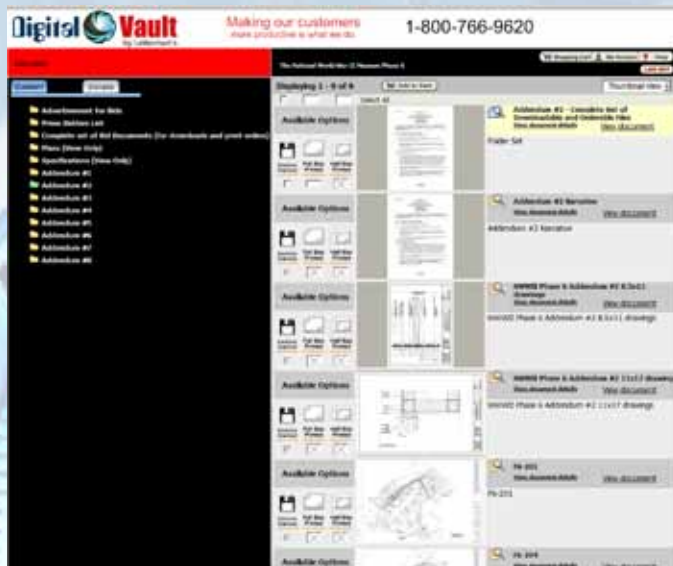
Digital Vault is the result of a powerful online application and the combined knowledge and experience of the professionals at Letterman's.



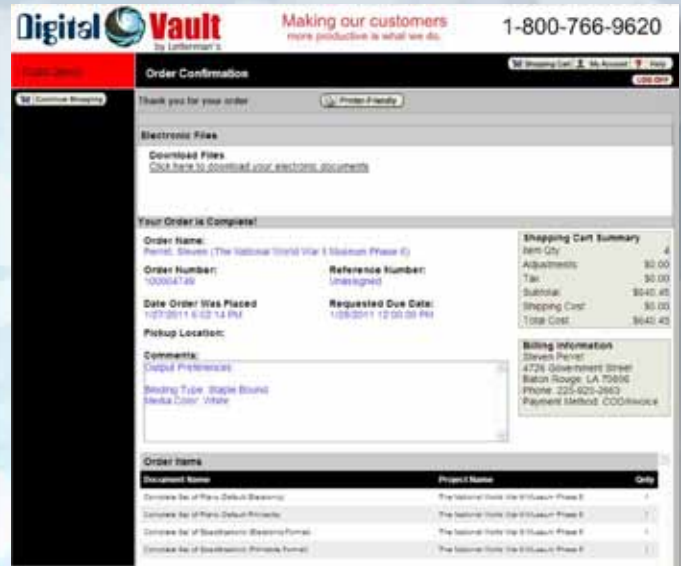
Sign in to Digital Vault with your unique user name and password. New users may click register now and receive your free user name and temporary password.



Browse public projects by project name or project number



You may choose to order electronic files, printed documents or just view individual sheets.



Download files directly to your desktop.

What about after the bid phase? Once a general contractor is selected for your project, Letterman's can convert the existing public project to a private project for distributing and managing documents throughout construction. This is a simple and cost-effective solution for centralizing project information.