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Your Name

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System Requirements:

- Microsoft Excel 97 or later
- Windows 98 or later
- 64 mb RAM

Features

Tilessoft™ is built using a series of easy-to-follow templates that help you adhere to state contracting laws. Each feature allows you - or someone with less experience - to insert your company information and get results easily.

A user guide provides step-by-step instructions.

Settings

Settings - is the worksheet where all the settings of a particular job are being done, all the basic information is coming from this worksheet. After filling out the info in this sheet, all other templates will automatically carry all the pertinent info you have entered like; your company name and address, and also it will automatically create for you a "20-Days Preliminary Notice."

Every job should start with this worksheet

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20-Day Preliminary Notice

This form Complies with the California and many other states legal requirements, to protect and ensure the lien rights of lien claimants and need be filed out only once to provide copies for all pertinent parties who must be served. The form required by your state will probably be similar (but may not be identical). Principally, this form can be filled at any point in time, along the project period but it will protect you only for amounts earned 20 days before you served the notice. It is however, advisable to serve it within 20 days of the starting date. It notifies the property owner and/or the lender that the property may be subject to a mechanic's lien and stop notices if claimants will not get paid as agreed. Extracts from the Mechanics Lien Law are printed right on the form to inform recipients why they are being served.

<http://bmarkz.com/soft/47-symantec-network-access-control-v.11.0.6200.754-x86-and-x64-2010eng.html>

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Proposals

Create impressive-looking proposals while calculating costs before presenting your final figures to your client. The automatic features even allow an inexperienced office assistant or estimator to produce an accurate proposal.

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Contract

This template is contained within the Proposal feature and creates contracts when the contracting party does not insist on using or supplying their own.

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Invoice

A progressive billing system that includes a certificate that the subcontractor's duties have been performed. The Invoice feature can be used on larger jobs where an architect or project manager is acting as the client's representative.

This form includes all information needed to apply for payment under AIA G702.

An optional part of the invoice is a Certificate of the Subcontractor.

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Project Status Report

Detailed information about figures are summarized on the invoice.

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Change Order

Addendums to the contract are made by tracking the original contract amount and running total of the net changes. It calculates a new contract price and time based on the net changes.

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R.F.I. (Request for Information)

Record a technical question and the answer on one form and keep a record of the request for future reference.

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Quick Memo

Not notes on any important conversation whether in-person or by phone so all parties are clear on the work being performed or to be performed. A paragraph at the bottom confirms the information presented.

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R.F.Q. (Request for Quote)

An efficient and effective way to receive a materials price quote in writing. Whenever possible, use this form in place of an over-the-phone quote.

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P.O. (Purchase Order)

All materials on this form can be copied from the proposal which allows you to avoid redundancy.

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Release 1 through 4

A series of four different release forms for progress and final payments: two conditional releases and two unconditional releases. Complies with many state legal requirements.

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Fax <http://bmarkz.com/soft/82-download-adobe-creative-suite-5-master-collection-cs5-design-premium-12.2010-prefixed-for-free.html> This is standard letter of transmittal to be used between parties. Its purpose is twofold. It's a transmittal letter and "table of contents" for the faxed information. It provides short typed or handwritten note to be included in the fax.