# Difference between Reference Documents and Project Documents

## Reference (Non-Editable) Documents

### Using Basic Suite
- For Reference Purposes only
- Can be used on an ongoing basis for reference
- Price is cheaper than for Project Documents
- Watermarked as “For Reference Purposes Only”
- No completion of fields permitted
- Populatable fields are locked from editing
- Document text is locked for editing
- Unlimited printing
- Saved offline only
- Can be shared by email

### Using Pro Suite
- All of the above, plus
  - Library of Reference Documents is available for access to all other users within your Company
  - Can be saved online

## Project Documents (Editable)

### Using Basic Suite
- For use on Projects
- Cannot be re-used on other Projects
- Price is more expensive than Reference Documents
- Watermarked with “Project Name and Date”
- Populatable fields are open for editing
- Permits completion and ongoing amendment of fields
- Document text is locked from editing
- Saved offline only
- Unlimited printing
- Allows for electronic signature

### Using Pro Suite
- All of the above, plus
  - Facilities such as copying of documents, collaboration with others for completion, invitation for update of consultant details, automated population of fields from company database and revision control
  - Allows for Sign-OnDemand e-sign Service
  - Project Documents are only visible to the assigned “Project Administrators”
  - Can be saved online