

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