

# AIA Contract Documents on Demand

LAUNCH KIT

THE CONTRACTS  
MOST **IN DEMAND**

ARE  
NOW **ON DEMAND**



March 2007

**AIA** Contract Documents  
THE INDUSTRY STANDARD.

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# GENERAL INFORMATION

## **What is the AIA Documents on Demand eShop?**

The AIA Documents on Demand eShop is a Web site that provides customers 24/7 access to the most popular AIA Contract Documents. The eShop allows you to purchase individual documents and then print them immediately.

## **Which documents will be available on the AIA Documents on Demand eShop?**

Initially, the following 10 documents will be available for purchase:

- A101-1997, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum
- A201-1997, General Conditions of the Contract for Construction
- G701-2001, Change Order Instructions
- G701/CMa-1992, Change Order, Construction Manager-Adviser
- G702-1992, Application and Certificate for Payment
- G702/CMa-1992, Application and Certificate for Payment, Construction Manager-Adviser
- G703-1992, Continuation Sheet
- G704-2000, Certificate of Substantial Completion
- G706-1994, Contractor's Affidavit of Payment of Debts and Claims
- G706A-1994, Contractor's Affidavit of Release of Liens

## **How is a document obtained from the AIA Documents on Demand eShop different from a paper document purchased from my local distributor?**

The content of both documents is identical. Only the footer of documents purchased through the AIA Documents-on-Demand eShop has been updated to reflect distribution through the eShop.

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# GENERAL INFORMATION

## **How do I complete a document purchased from the AIA Documents on Demand eShop?**

One simply adds limited project-specific information online, then prints the document and completes it as you would any paper document purchased from your local distributor. Each document purchased can be printed a maximum of two times.

## **Do I need specific software to use AIA Contract Documents on Demand?**

All you need to purchase and print a document are the following:

- 1) An Internet Browser (Internet Explorer, 6 or later, or Mozilla Firefox) to make your selections and complete your purchase,
- 2) Adobe Reader, v6.01 or later,
- 3) A working printer to print your documents.
- 4) A valid credit card (all transactions are conducted on a secured network)

Mac users can access the documents using a current version of the Mozilla Firefox browser.

When you are ready to download a document, you will be asked to download a free FileOpen plug-in to your Adobe Reader program.

**To purchase AIA Contract Documents on Demand, go to: <http://aiadocsondemand.ihs.com>**

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# DOCUMENT DESCRIPTIONS

## **A101TM-1997 Standard Form of Agreement Between Owner and Contractor where the Basis of Payment is a Stipulated Sum**

This is a standard form of agreement between owner and contractor for use where the basis of payment is a stipulated sum (fixed price). The A101TM-1997 document adopts by reference and is designed for use with A201TM-1997, *General Conditions of the Contract for Construction*, thus providing an integrated pair of legal documents. When used together, they are appropriate for most projects. For projects of limited scope, however, use of A107TM-1997 might be considered.

## **A201TM-1997 General Conditions of the Contract for Construction**

The General Conditions are an integral part of the contract for construction. They set forth the rights, responsibilities, and relationships of the owner, contractor, and architect. Though not a party to the contract for construction between owner and contractor, the architect does participate in the preparation of the contract documents and performs certain construction phase duties and responsibilities described in detail in the general conditions. A201TM is typically adopted by reference in certain other AIA documents, such as owner-architect agreements, owner-contractor agreements, and contractor-subcontractor agreements. Thus, it is often called the "keystone" document.

Since conditions vary by locality and by project, supplementary conditions are usually added to amend or supplement portions of the General Conditions as required by the individual project. Review the model language provided in A511TM-1999, *Guide for Supplementary Conditions*, as a guide for creating supplementary conditions for A201TM.

## **G701TM-2001 Change Order**

G701TM-2001 is for implementing changes in the Work agreed to by the owner, contractor, and architect. Execution of a completed G701TM indicates agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time. The form provides space for the signatures of the owner, architect, and contractor, and for a complete description of the change.

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# DOCUMENT DESCRIPTIONS

## **G701TMCMA-1992 Change Order, Construction Manager-Adviser Edition**

G701TMCMA-1992 is for implementing changes in the Work agreed to by the owner, contractor, construction manager adviser, and architect. Execution of a completed G701TM-2000 indicates agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time. It provides space for the signatures of the owner, contractor, construction manager adviser, and architect, and for a complete description of the change. The major difference between G701TMCMA and G701TM is that the signature of the construction manager adviser, along with those of the owner, architect, and contractor, is required to validate the change order.

## **G702TM-1992 Application and Certificate for Payment, and G703TM-1992 Continuation Sheet**

These documents provide convenient and complete forms on which the contractor can apply for payment and the architect can certify that payment is due. The forms require the contractor to show the status of the contract sum to date, including the total dollar amount of the work completed and stored to date, the amount of retainage (if any), the total of previous payments, a summary of change orders, and the amount of current payment requested. G703TM-1992, Continuation Sheet, breaks the contract sum into portions of the work in accordance with a schedule of values prepared by the contractor as required by the general conditions. (Note: The AIA does not publish a standard schedule of values form.) G702TM-1992 serves as both the contractor's application and the architect's certification. Its use can expedite payment and reduce the possibility of error. If the application is properly completed and acceptable to the architect, the architect's signature certifies to the owner that a payment in the amount indicated is due to the contractor. The form also allows the architect to certify an amount different than the amount applied for, with explanation provided by the architect.

## **G702TMCMA-1992 Application and Certificate for Payment, Construction Manager-Adviser Edition**

G702TMCMA-1992 serves the same purposes as G702TM-1992 except that this document expands responsibility for certification of payment to include both the architect and the construction manager. Similarly, both the architect and the construction manager may certify a different amount than that applied for, with each initialing the figures that have been changed and providing written explanation(s) accordingly. The standard form G703TM Continuation Sheet is appropriate for use with G702TMCMA.

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# DOCUMENT DESCRIPTIONS

## **G704TM-2000 Certificate of Substantial Completion**

G704TM-2000 is a standard form for recording the date of substantial completion of the work or a designated portion thereof. The contractor prepares a list of items to be completed or corrected, and the architect verifies and amends this list. If the architect finds that the work is substantially complete, the form is prepared for acceptance by the contractor and the owner, and the list of items to be completed or corrected is attached. In G704TM, the parties agree on the time allowed for completion or correction of the items, the date when the owner will occupy the work or designated portion thereof, and a description of responsibilities for maintenance, heat, utilities, and insurance.

## **G706TM-1994 Contractor's Affidavit of Payment of Debts and Claims**

The contractor submits this affidavit with the final request for payment, stating that all payrolls, bills for materials and equipment, and other indebtedness connected with the work for which the owner might be responsible has been paid or otherwise satisfied. G706TM-1994 requires the contractor to list any indebtedness or known claims in connection with the construction contract that have not been paid or otherwise satisfied. The contractor may also be required to furnish a lien bond or indemnity bond to protect the owner with respect to each exception.

## **G706ATM-1994 Contractor's Affidavit of Release of Liens**

G706ATM-1994 supports G706TM-1994 in the event that the owner requires a sworn statement of the contractor stating that all releases or waivers of liens have been received. In such event, it is normal for the contractor to submit G706TM and G706ATM along with attached releases or waivers of liens for the contractor, all subcontractors, and others who may have lien rights against the owner's property. The contractor is required to list any exceptions to the sworn statement provided in G706ATM, and may be required to furnish to the owner a lien bond or indemnity bond to protect the owner with respect to such exceptions.

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# PRICE LIST

A101TM-1997 Standard Form of Agreement Between Owner and Contractor where the Basis of Payment is a Stipulated Sum	\$16.25
A201TM-1997 General Conditions of the Contract for Construction	\$16.25
G701TM-2001 Change Order	\$2.60
G701TMCMa-1992 Change Order, Construction Manager-Adviser Edition	\$2.60
G702TM-1992 Application and Certificate for Payment	\$2.60
G702TMCMa-1992 Application and Certificate for Payment, Construction Manager-Adviser Edition	\$2.60
G703TM-1992 Continuation Sheet	\$2.60
G704TM-2000 Certificate of Substantial Completion	\$2.60
G706TM-1994 Contractor's Affidavit of Payment of Debts and Claims	\$2.60
G706ATM-1994 Contractor's Affidavit of Release of Liens	\$2.60

**How do I purchase documents from the Documents on Demand eShop?** Go to:  
<http://aiadocsondemand.ihs.com>.

**What if I have other questions about the AIA Documents on Demand eShop?** Send an e-mail to  
[aiasupport@ihs.com](mailto:aiasupport@ihs.com).

**What if I have questions about the content of AIA contract documents?** [docinfo@aia.org](mailto:docinfo@aia.org).

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# PRESS RELEASE

PRESS RELEASE

News Release



THE AMERICAN INSTITUTE  
OF ARCHITECTS

## The American Institute of Architects Introduces AIA Contract Documents on Demand

*The eShop allows customers to purchase AIA Contract Documents online and print them for immediate use*

Contact: Scott Frank  
202-626-7467

[sfrank@aia.org](mailto:sfrank@aia.org)

Contact: Tim Stack  
Corporate Communications, IHS  
303-397-2359

[tim.stack@ihs.com](mailto:tim.stack@ihs.com)

*For immediate release:*

**Washington, D.C.** – The American Institute of Architects (AIA) introduces the release of the AIA Documents on Demand eShop. The AIA Documents on Demand eShop is a Web site that provides customers 24/7 access to the most popular AIA Contract Documents. The eShop, built and hosted for the AIA by Denver-based IHS Inc. (NYSE: IHS), allows customers to purchase individual documents and then print them immediately.

“Following on the heels of the recent upgrade of the AIA Contract Documents software, this new offering provides an alternative to the delivery methods currently available,” said James A. Gatsch, FAIA, General Manager of AIA Contract Documents. “We are continually striving to address the needs of our customers and now our product portfolio includes this flexible web-based option. We believe the need to quickly access our industry standard contract documents by firms practicing in the increasingly fast-paced design and construction industry will be well served by the Documents on Demand eShop.”

At the eShop, customers will be asked to provide limited project-specific information. They will then be able to print the documents and complete them as they would any paper document purchased from an AIA document distributor. The only tools needed are an Internet Browser (the AIA Web site supports Microsoft Internet Explorer and Mozilla Firefox) and a printer. Mac users may access the documents using a current version of Mozilla Firefox.

To purchase AIA Contract Documents from the Documents on Demand eShop, go to:

<http://aiadocsondemand.ihs.com>.

-more-

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# PRESS RELEASE

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**About AIA Contract Documents**

For more than 117 years, AIA Contract Documents have provided the basis for nationwide consistency in contractual relationships in the design and construction process. Today, the AIA produces more than 100 standard forms and agreements –available in paper, software, and now online – that are the most widely used contract documents in the construction industry.

**About The American Institute of Architects**

For almost 150 years, members of The American Institute of Architects have worked with each other and their communities to create more valuable, healthy, secure, and sustainable buildings and cityscapes. AIA members have access to the right people, knowledge, and tools to create better design, and through such resources and access, they help clients and communities make their visions real. [www.aia.org](http://www.aia.org)

**About IHS Inc.** ([www.ihs.com](http://www.ihs.com))

IHS (NYSE: IHS) is one of the leading global providers of critical technical information, decision-support tools and related services to customers in a number of industries including energy, defense, aerospace, construction, electronics, and automotive through two operating segments, Engineering and Energy. We serve customers ranging from governments and large multinational corporations to smaller companies and technical professionals in more than 100 countries. Our customers rely on our offerings to facilitate decision making, support key processes and improve productivity. We have been in business for more than 45 years and employ more than 2,300 people around the world.

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# ADDITIONAL RESOURCES

## Online Purchase

<http://aiadocsondemand.ihs.com>

## e-Shop Support

[aiasupport@ihs.com](mailto:aiasupport@ihs.com)

## Documents Content Support

[docinfo@aia.org](mailto:docinfo@aia.org)

Tel: (202) 626-7526

Monday through Friday, from 8:30 a.m. to 5:00 p.m. (ET)

## Marketing

Jichél Stewart

Director, AIA Contract Documents Sales and Marketing

[jstewart@aia.org](mailto:jstewart@aia.org)

Tel: (202) 626-7597

## Media Contacts

Scott Frank

AIA Director, Media Relations

Tel: (202) 626-7467

[sfrank@aia.org](mailto:sfrank@aia.org)

Tim Stack

Tel: IHS Corporate Communications

(303) 397-2359

[tim.stack@ihs.com](mailto:tim.stack@ihs.com)

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