

AIA Documents on Demand™ FAQs

General Documents on Demand Questions -

1. What is AIA Documents on Demand?

AIA Documents on Demand is a web-based service that allows users with a computer and an internet connection to access 16 of the most popular AIA Contract Documents anytime, anywhere.

2. Which contract documents are available on AIA Documents on Demand?

The following documents are available:

1. A101™–2007, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum
2. A105™–2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project
3. A201™–2007, General Conditions of the Contract for Construction
4. A401™–2007, Standard Form of Agreement Between Contractor and Subcontractor
5. B101™–2007, Standard Form of Agreement Between Owner and Architect
6. B105™–2007, Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project
7. G701™–2001, Change Order
8. G701™CMa–1992, Change Order, Construction Manager-Adviser Edition
9. G702™–1992, Application and Certificate for Payment
10. G702™CMa–1992, Application and Certificate for Payment, Construction Manager as Adviser Edition
11. G703™–1992, Continuation Sheet
12. G704™–2000, Certificate of Substantial Completion
13. G706™–1994, Contractor's Affidavit of Payment of Debts and Claims
14. G706A™–1994, Contractor's Affidavit of Release of Liens
15. G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition
16. G736™–2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition

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3. How much does AIA Documents on Demand cost?
Accessing the AIA Documents on Demand website is free. The price per document varies from \$4.95 to \$19.95.
4. How do I purchase documents through AIA Documents on Demand?
Simply log onto <http://documentsondemand.aia.org>. Select the document you would like to purchase. You will then need to answer a few mandatory questions pertaining to your project. After payment is confirmed, you will be given a link to download a pdf version of the document you purchased. A link to the document instructions will be provided, if applicable. You will also receive a confirmation of payment email with your order number, purchase date and any links to the documents you purchased.
5. Do I need special software to access AIA Documents on Demand?
You only need an internet connection to access the AIA Documents on Demand service. All major browsers are supported on both PC and Mac: Microsoft IE 6.0 or above, Firefox 3.0, and Safari 4.0.
6. How do I use the downloaded pdf document?
Simply open the downloaded pdf document using Adobe Reader 7.0 or above. Click on the optional fields and type appropriate data. After filling out the optional fields, print the document.
7. How long do I have access to the document I purchased through AIA Documents on Demand?
You have 7 days from the date of purchase to download your document, after which the link to your document will expire and it will no longer be accessible. Refer to the confirmation of payment email to retrieve the documents. Documents downloaded to your computer do not have an expiration date.
8. What if I need a document not included in AIA Documents on Demand?
AIA Contract Documents software offers access to over 100 forms and agreements. With the software, you can easily edit, share and manage your documents using one tool, perform quick calculations using Microsoft Excel and much more. Visit <http://www.aia.org/contractdocs/AIAB080929> to find which software license fits your business needs.
9. What if I have technical questions?
Technical Support can be reached Monday-Friday, from 8:30 am to 6:00 pm Eastern Time at 800.942.7732, or docstechsupport@aia.org.

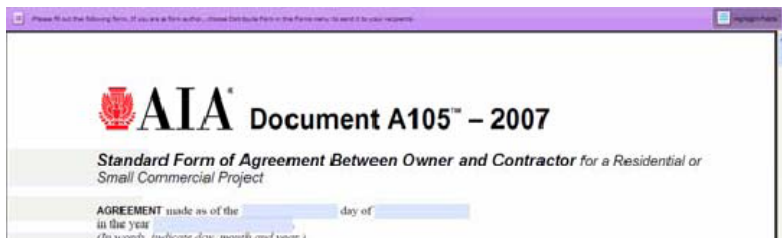
10. What is the difference between the previous version of Documents on Demand and the new version?

The current version has been enhanced to allow users to complete the questions with their Adobe Reader software; the previous version required the user to use a pen or a typewriter to complete the document.

FAQs on Completing the AIA Contract Documents Forms -

1. How do I display fields on an AIA Documents-on-Demand form?

AIA Documents-on-Demand are Adobe® PDF forms. To display fields on a PDF form, click the **Highlight Fields** button on the upper right-hand corner of the document window.



NOTE: All fields on AIA Documents-on-Demand PDF forms are *text* fields. To move the pointer to a field for data entry, press the TAB key or point to a field and click the mouse button.

2. How do I select a checkbox on an AIA Documents-on-Demand form?

Because all fields on AIA Documents-on-Demand PDF forms are *text* fields, you must type data in a field to select a checkbox option. To select a checkbox, point to a checkbox field and then type an "X" in the checkbox.

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3. How do I choose an option in a pre-filled data field?

Text fields in several AIA Documents-on-Demand forms, including G701™–2001 and G701™CMA–2001, are pre-filled with two or more data options. For example, in G701–2001, Change Order, you must specify the amount of either the Contract Sum or Guaranteed Maximum Price.

AIA Document G701–2001, Change Order

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	<input type="text"/>
The net change by previously authorized Change Orders	\$	<input type="text"/>
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	<input type="text"/>
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) by this Change Order in the amount of	\$	<input type="text"/>
The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be	\$	<input type="text"/>

In pre-filled fields, the data options are enclosed in parentheses. But the data options may not fully be visible because the window of each field is only wide enough to display the largest single data item. To choose an option in a pre-filled data field, point to and delete the option(s) you do not want, and then delete the parentheses around the option you want to keep.

NOTE: Once deleted, pre-filled data options cannot be restored, except by typing new data. If you move the pointer to a pre-filled data field with the TAB key, all data options will be selected. If you type new data, the pre-filled options will be replaced.

4. Can I underline text or style text in bold or italics?

You can underline data or style data in bold, italic, subscript or superscript in any field whose height allows more than one line of text. To style data in a multi-line text field, (1) point to and select the data you want to restyle, (2) click the right mouse button, and then on the shortcut menu that appears, (3) choose **Text Style** and a text style option: **Bold, Italic, Underline, Subscript or Superscript**.

AIA Document G701™ – 2001

Change Order

PROJECT: (Name and address)	CHANGE ORDER NUMBER:	OWNER <input type="checkbox"/>
	DATE:	ARCHITECT <input type="checkbox"/>
	ARCHITECT'S PROJECT NUMBER:	CONTRACTOR <input type="checkbox"/>
TO CONTRACTOR: (Name and address)		FIELD <input type="checkbox"/>
	CONTRACT DATE:	OTHER <input type="checkbox"/>
	CONTRACT FOR:	

The Contract is changed as follows:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

Amounts attributable to previously executed Construction Change Directives
Amounts attributable to previously executed Construction Change Directives
Amounts attributable to previously executed Construction Change Directives
Amounts attributable to previously executed Construction Change Directives

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NOTE: Most text fields in AIA Documents-on-Demand PDF forms are formatted Times New Roman 10 point font. The **Clear Formatting** option on the Text Style shortcut menu restores data to the normal font. In text fields, you cannot change the font or the font size, and you cannot indent paragraphs or insert bulleted or numbered lists.

5. How can I insert a character space in a text field that is right-justified?
Right-justified text fields in Adobe PDF forms will not accept character spaces as data is typed into a field. But character spaces can be inserted later. To insert a character space in a right-justified text field, type the data you want in the text field without spaces, and then point to where you want to insert a character space and press the SPACE bar.

Character Space in Right-Justified Text Field (Checkbox Label “Structural Engineer”)

The image shows a screenshot of the AIA Document G701 - 2001 Change Order form. The form is titled "Change Order" and features the AIA logo. It contains several text input fields and a list of checkboxes. The checkboxes are labeled: OWNER, ARCHITECT, CONTRACTOR, FIELD, and STRUCTURAL ENGINEER. The "STRUCTURAL ENGINEER" checkbox is checked, and a character space is visible between the text and the checkbox label.

PROJECT: (Name and address)	CHANGE ORDER NUMBER:	OWNER <input type="checkbox"/>
	DATE:	ARCHITECT <input type="checkbox"/>
	ARCHITECT'S PROJECT NUMBER:	CONTRACTOR <input type="checkbox"/>
TO CONTRACTOR: (Name and address)		FIELD <input type="checkbox"/>
	CONTRACT DATE:	STRUCTURAL ENGINEER <input checked="" type="checkbox"/>
	CONTRACT FOR:	