



# Services Bulletin

## PLAN ROOM HOURS

9:00 A.M. to 5:00 P.M. Monday - Thursday

9:00 A.M. to 3:00 P.M. Friday

Phone: (979) 260-5902 Fax: (979) 260-5909

Website: [www.bvca-planroom.com](http://www.bvca-planroom.com)

BVCA Plan Room

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E-mail address: [bvcaplanroom@gmail.com](mailto:bvcaplanroom@gmail.com)

Membership dues are \$225 quarterly or \$880 annually.

## The following services are currently available to all BVCA Members:

BLACK & WHITE Copies	
Size	Per Image
8.5 x 11	\$ 0.10
8.5 x 14	\$ 0.15
11 x 17	\$ 0.50
12 x 18	\$ 0.67
15 x 22	\$ 0.78
24 x 36	\$ 1.35
30 x 42	\$ 2.00
36 x 48	\$ 3.60

COLOR Copies	
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36 x 48	\$ 26.00
NOTE: 8.5x11 color copies are \$0.45 per image on jobs with 200 or more images. One page printed double sided is 2 images.	

- FREE NOTARY PUBLIC SERVICES!
- Reduce or Enlarge documents up to 36" x 48"
- Scan to file ( .TIFF or .PDF): \$.50 per large format plan sheet. Call for pricing on specification book scanning.
- Transfer/Store digital plans and specifications onto CD or USB/Thumb Drive: \$10 per CD or USB/Thumb Drive.
- E-mail/DropBox plans and specifications: \$10 per Request. EX: One request for three projects to be DropBoxed is \$10.
- Weekly bulletins containing project information and ongoing addenda updates sent via e-mail or fax. Weekly newsletters go out on Wednesday night, please contact us if you haven't received yours by Thursday noon.
- Visit the Plan Room to browse our digital project library at a Member designated computer. Plans that we don't have can be requested. Please supply us with the architect or engineer's name and phone number and complete project name.
- Up-to-date membership list is online at [www.bvca-planroom.com](http://www.bvca-planroom.com) . Membership lists (with contact names, phone numbers and company trades) are also freely supplied to developers, contractors and architects/engineers.