

Medford Builders Exchange A, Inc.

Membership Rules & Information:

Full Membership Entitles a Member to:

- Website access to view and download plans & specs
- Receive Weekly bulletin via email or online
- Plan room service
- Plan checkout
- Construction directory with four listings of your choice
- Ad space in weekly bulletin at a nominal charge

Bulletin Membership Entitles a Member to:

- Receive Weekly bulletin via email or online
- Plan room service
- Plan checkout
- Construction directory with four listings of your choice
- Ad space in weekly bulletin at a nominal charge

Plan Check Out: Overnight check out is available every day. You may reserve plans for check out by calling the Planroom: Check out is at 4:30pm and due back the next morning by 9am with the exception of Friday to Monday. There is a \$10 per half hour fee for not returning the plans on time. Please call if you are going to be late. If you cannot pick up your plan please call to cancel, so another member will have a chance to check it out. Plan limit is two jobs per night but if a job is not reserved at check-out time it will be available. If someone is viewing the project at check-out time, we will alert them that the plan is checked out but you will need to wait until they are finished before leaving with it. If plans have been noticeably taken apart on check-out a \$5.00 fine will be assessed for putting the plan back together properly. Sharing plans between companies during check out is also NOT-ALLOWED. If plans are removed without reservation Membership will be terminated.

Plans: Marking on Plans is NOT-ALLOWED, All loose papers in the plans and specs are to be gathered together and returned to the slots with the plans. Plans are to be brought back to the bins and not left in the planroom.

Website: When you choose Full Membership you gain access to the Plans, Specs, Addendums, and Weekly Bulletins online at our website: medfordbuilders.com. After your fees have been collected you can go to our website to create your own User Name & Password. (go to our website, click on Member Services, Scroll to the far right, under the Log In Menu, click on Link that says Not Registered Yet, fill out forms, click ok and this will generate an email to you to verify your email is correct, it will then generate an email back to MBE to approve you, this can take up to 6 hours to be approved). You then have full access to view and or download prints, specs and addendums. If membership is not paid on time your web access will be suspended. Projects that are posted to the online planroom are for members only. They are in .pdf format, in small file sizes. Please notify Medford Builders Exchange of any missing Plans, Specs, or Addendums as soon as possible. Medford Builders Exchange makes every effort to put complete projects online including, Plans, Specs and Addendums. It is the member's responsibility to check the complete project for their scope of work.

Copies: If copies of plans & specs are needed. Please either fill out the forms provided by the Exchange, or Fax, or Email an order. WE DO NOT ACCEPT PHONE ORDERS! **Copies of plans ordered but not picked up will be charged to your account. NO Exceptions.

Cancellation: If you choose to cancel your membership it must be in writing, not less than thirty (30) days prior to any billing. Continuous bulletin and plan service is contingent upon prompt payment of Dues. Our terms are net30 due by the 10th of the Month. Interest charged on past due balance at 1.5% per month.

The information made available by the Exchange is obtained from all sources deemed reliable. If there is any error or inaccuracy, Medford Builders Exchange disclaims any responsibility,