



ConsensusDOCS™

The Only Construction Contracts that have Received the Endorsement of 23 Leading Industry Associations Technical Support Guide

ConsensusDOCS covers all your construction contracting needs with over 90 industry-tested contracts and forms. ConsensusDOCS jointly drafts its contracts with Owners, Contractors, Subcontractors, Design and Surety professionals.

ConsensusDOCS contract documents series include:

- General Contracting (200 Series)
- Collaborative Documents (300 Series)
- Design-Build (400 Series)
- Construction Management at Risk (500 Series)
- Subcontracting (700 Series)
- Program Management (800 Series)

DocuBuilder User Manual:

DocuBuilder is the software platform required for ConsensusDOCS and the AGC State Law Matrix. The DocuBuilder Software User Manual is available in electronic format by clicking [here](#) as a pdf for you to download. Also, when working within the DocuBuilder software, you can use the "Find" feature in the edit menu. It offers you a quick way to "thumb through" the manual electronically and find information by a single word-search.

System Recommendations:

- 32-bit Windows environment on Intel-based personal computer with 400MHz or better processor
- Windows 2000 or XP is strongly recommended
- 256MB of RAM
- 200MB of available disk space
- Internet Explorer 5.5 or higher

Web Download Requirements:

To download DocuBuilder®, you'll need Windows 2000 or XP, and generally less than two to 10 minutes to download the 55.2 MB software via DSL, cable or T1 connection. AGC does not recommend that you try to download the application if you have dial-up service. If you do have dial-up access, please contact DocuBuilder® at 1-800-282-1423 or docubuilder.sales@agc.org to request a CD for loading DocuBuilder® onto your hard drive. Ask to have the CD mailed to you and it will arrive in about three days.

Technical Support:

Here is specific contact information should you have questions about:

- Technical issues about ConsensusDOCS or the AGC State Law Matrix software: Call: 800-282-1423 or email: docubuilder.support@agc.org.
- Purchasing questions: Call: 800-242-1767 or email: publications@agc.org
- Trouble registering with the AGC of America website: Call: 703-837-5341 or email: membership@agc.org
- Content questions for AGC of America products (other than ConsensusDOCS) or State Law Matrix: Call: 800-242-1767 or e-mail: publications@agc.org.



ConsensusDOCS™

**The Only Construction Contracts that have Received
the Endorsement of 23 Leading Industry Associations**

Technical Support Guide – Continued

In order to receive an Access Key, you will be asked to complete and return the order form and the applicable license agreement to DocuBuilder® by fax (1-800-393-7612) or e-mail docubuilder.sales@agc.org.

Your Electronic Invoice ID Number:

Remember that you will need your Electronic Invoice ID (EID) to register and access your DocuBuilder® downloads. Go to the Help menu and choose "Register AGC DocuBuilder®..." If you've purchased DocuBuilder® online and have a valid EID, click the "Register Product Online" button, enter your EID, and click OK. Otherwise, call DB Support at 800-282-1423 or e-mail docubuilder.support@agc.org to provide the Access ID from the upper left corner of the Registration dialog. Support will then provide an Access key that will unlock DocuBuilder® and allow you to begin creating contracts.

Return Policy:

If User in Subscription Mode is not satisfied with the ConsensusDOCS software platform (DocuBuilder) for any reason, AGC will refund the full annual license fee, less a 10 percent service charge within 30 days of the Subscription Date. In order to receive the refund, the User must call Technical Support and receive an Unsubscribe Access Key. This refund shall be User's exclusive remedy under this Agreement. All returns should be sent to the following address: AGC DocuBuilder/Return, Two Piedmont Center, Suite 300, 3565 Piedmont Road NE, Atlanta, Georgia 30305. ***No refunds will be permitted with respect to uses of ConsensusDOCS under Meter Mode.***