

# AIA Documents-on-Demand™

## Frequently Asked Questions – Updated November 2011

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### 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 79 of the most popular AIA Contract Documents anytime, anywhere.

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

1. A101™–2007, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum
2. A102™–2007, Standard Form of Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price
3. A103™–2007, Standard Form of Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price
4. A105™–2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project
5. A107™–2007, Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope
6. A201™–2007, General Conditions of the Contract for Construction
7. A305™–1986, Contractor’s Qualification Statement
8. A310™–1970, Bid Bond
9. A310™–2010, Bid Bond
10. A312™–1984, Performance Bond and Payment Bond
11. A312™–2010, Performance Bond and Payment Bond
12. A401™–2007, Standard Form of Agreement Between Contractor and Subcontractor
13. A701™–1997, Instructions to Bidders
14. B101™–2007, Standard Form of Agreement Between Owner and Architect
15. B102™–2007, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect’s Services
16. B103™–2007, Standard Form of Agreement Between Owner and Architect for a Large or Complex Project
17. B104™–2007, Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope
18. B105™–2007, Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project
19. B106™–2010, Standard Form of Agreement Between Owner and Architect for Pro Bono Services
20. B107™ – 2010, Standard Form of Agreement Between Developer-Builder and Architect for Prototype(s) for Single Family Residential Project

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21. B108™–2009, Standard Form of Agreement Between Owner and Architect for a Federally Funded or Federally Insured Project
22. B109™ – 2010, Standard Form of Agreement Between Owner and Architect for a Multi-Family Residential or Mixed Use Residential Project
23. B144™ARCH-CM–1993, Standard Form of Amendment for the Agreement Between Owner and Architect where the Architect Provides Construction Management Services as an Adviser to the Owner
24. B201™–2007, Standard Form of Architect’s Services: Design and Construction Contract Administration
25. B202™–2009, Standard Form of Architect’s Services: Programming
26. B203™–2007, Standard Form of Architect’s Services: Site Evaluation and Planning
27. B204™–2007, Standard Form of Architect’s Services: Value Analysis, for use where the Owner employs a Value Analysis Consultant
28. B205™–2007, Standard Form of Architect’s Services: Historic Preservation
29. B206™–2007, Standard Form of Architect’s Services: Security Evaluation and Planning
30. B207™–2008, Standard Form of Architect’s Services: On-Site Project Representation
31. B209™–2007, Standard Form of Architect’s Services: Construction Contract Administration, for use where the Owner has retained another Architect for Design Services
32. B210™–2007, Standard Form of Architect’s Services: Facility Support
33. B211™–2007, Standard Form of Architect’s Services: Commissioning
34. B212™- 2010, Standard Form of Architect’s Services: Regional or Urban Planning
35. B214™–2007, Standard Form of Architect’s Services: LEED® Certification
36. B252™–2007, Standard Form of Architect’s Services: Architectural Interior Design
37. B253™–2007, Standard Form of Architect’s Services: Furniture, Furnishings and Equipment Design
38. B305™–1993, Architect’s Qualification Statement
39. C101™–1993, Joint Venture Agreement for Professional Services
40. C106™–2007, Digital Data Licensing Agreement
41. C401™–2007, Standard Form of Agreement Between Architect and Consultant
42. C727™–1992, Standard Form of Agreement Between Architect and Consultant for Special Services
43. E201™–2007, Digital Data Protocol Exhibit
44. G601™–1994, Request for Proposal – Land Survey
45. G602™–1993, Request for Proposal – Geotechnical Services
46. G701™–2001, Change Order
47. G701S™–2001, Change Order, Subcontractor Version
48. G701™CMa–1992, Change Order, Construction Manager-Adviser Edition
49. G702™–1992, Application and Certificate for Payment

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50. G702S™–1992, Application and Certificate for Payment, Subcontractor Version
51. G703™–1992, Continuation Sheet
52. G703S™–1992, Continuation Sheet, Subcontractor Version
53. G704™–2000, Certificate of Substantial Completion
54. G704™CMa–1992, Certificate of Substantial Completion, Construction Manager-Adviser Edition
55. G704™DB–2004, Acknowledgement of Substantial Completion of a Design-Build Project
56. G705™–2001, List of Subcontractors
57. G706™–1994, Contractor's Affidavit of Payment of Debts and Claims
58. G706A™–1994, Contractor's Affidavit of Release of Liens
59. G707A™–1994, Consent of Surety to Reduction in or Partial Release of Retainage
60. G707™–1994, Consent of Surety to Final Payment
61. G709™–2001, Work Changes Proposal Request
62. G710™–1992, Architect's Supplemental Instructions
63. G711™–1972, Architect's Field Report
64. G712™–1972, Shop Drawing and Sample Record
65. G714™–2007, Construction Change Directive
66. G714™CMa–1992, Construction Change Directive, Construction Manager-Adviser Edition
67. G715™–1991, Supplemental Attachment for ACORD Certificate of Insurance 25-S
68. G716™–2004, Request for Information
69. G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition
70. G736™–2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition
71. G737™–2009, Summary of Contractors' Applications for Payment, Construction Manager as Adviser Edition
72. G801™–2007, Notification of Amendment to the Professional Services Agreement
73. G802™–2007, Amendment to the Professional Services Agreement
74. G803™–2007, Amendment to the Consultant Services Agreement
75. G804™–2001, Register of Bid Documents
76. G806™–2001, Project Parameters Worksheet
77. G807™–2001, Project Team Directory
78. G809™–2001, Project Abstract
79. G810™–2001, Transmittal Letter

**3. How do I get B106™–2010, Standard Form of Agreement Between Owner and Architect for Pro Bono Services for free?**

Go to [documentsondemand.aia.org](http://documentsondemand.aia.org) and scroll down to B106. In the title of the document, you'll see a promotion code: B106. Include the promotion code when you check out to get B106 for free.

**4. 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.

**5. How do I purchase documents through AIA Documents-on-Demand?**

Simply log onto [documentsondemand.aia.org](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. Ensure inserted mandatory information is correct; it cannot be changed or modified afterwards. 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.

**6. 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.

**7. 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.

**8. 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.

**9. 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. Click [here](#) to find which software license fits your business needs.

## 10. What if I have technical questions?

Technical Support can be reached Monday-Friday, from 8:30 am 12:00 noon and from 1:00 pm to 6:00 pm Eastern Time at 800.942.7732 or [docstechsupport@aia.org](mailto:docstechsupport@aia.org).

## 11. 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.

## 12. What is the End User License Agreement (EULA) for Documents-on-Demand?

AIA Contract Documents® generated from this site are for your own use only and you may not re-sell them to others. You may use each document that you purchase one time only. After you have completed a document by filling in the blanks in the document with specific information, you are permitted to photocopy the document an unlimited number of times, but only for use in connection with the particular design or construction project for which you purchased the document. You may not photocopy, scan or otherwise reproduce any document prior to completing it fully. You may not scan a completed document and save it on a computer for further editing, and you may not scan and post a document to a Web site for any commercial purpose, including, without limitation, for bidding or negotiation or for marketing construction or professional services unless you obtain a separate license from the AIA for that purpose. You may not modify a document so as to make the original AIA text illegible and you may not delete any document header, footer, or sidebar.

Refund Policy: You may request a refund within seven (7) days of your Documents on Demand purchase. To request a refund, please call 202-626-7468 during normal business hours

## 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.



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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.

The image shows the top portion of the AIA Document G704 - 2000 form, titled "Certificate of Substantial Completion". It features several text input fields and three checkboxes. The fields are: "PROJECT: (Name and address)", "PROJECT NUMBER:", "CONTRACT FOR:", and "CONTRACT DATE:". The checkboxes are labeled "OWNER" (with an 'X' in a box), "ARCHITECT", and "CONTRACTOR".

## 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 image shows a section of the AIA Document G701–2001 Change Order form. It contains five rows of text, each followed by a dollar sign and a text input field. The text in the input fields is pre-filled with data options enclosed in parentheses. The rows are: "The original (Contract Sum) (Guaranteed  $\lambda$ ) was", "The net change by previously authorized Change Orders", "The (Contract Sum) (Guaranteed  $\lambda$ ) prior to this Change Order was", "The (Contract Sum) (Guaranteed  $\lambda$ ) will be (increased) (d) by this Change Order in the amount of", and "The new (Contract Sum) (Guaranteed  $\lambda$ , including this Change Order, will be".

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

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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 . . . .

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”)**

**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:	STRUCTURAL ENGINEER <input checked="" type="checkbox"/>
	CONTRACT FOR:	