

How to View or Order Printed or Digital Plan & Specs

Complete digital and printed project bidding documents are available for purchase from the issuing office:

Drexel Technologies
10840 West 86th Street
Lenexa, KS 66214
913-371-4430

<http://planroom.drexeltech.com>

Additional assistance is available at distribution@drexeltech.com . Contract Documents will be shipped only if the requesting party assumes responsibility for all related shipping charges. Non-refundable corporate, certified, or cashier's checks shall be made payable to Drexel Technologies.

1. A FREE Drexel **eDISTRIBUTION** planroom account must be created to download or to order printed plans and specs. Go to <http://planroom.drexeltech.com> to create a Free Account.
2. View Plan Holders or any Plans and Specs for FREE by going to www.bgcons.com **BID INFORMATION** and click on a project link. or www.drexeltech.com and click on **eDISTRIBUTION** Plan Room.
 - Sort by Name or Company to see BG Consultants projects only.
 - Click on the project.
 - Create a FREE Drexel account login and password.
 - Click on tabs for Information /plan holders/view plans/spec sheets for FREE.
 - Click on Place Order shopping cart to download or to order printed bidding documents and to be placed on the plan holder's list.
 - All orders to receive printed plans are placed thru Drexel.
 - Client assumes all taxes and shipping charges.
 - All notifications of Addendums and additional contractor information are received from distribution@drexel.com .
3. Drexel Technologies will print and deliver any order placed by contractor's requests. And maintain Plan Holders List and records of Downloaded or Viewed Plans and Specs.

Contact the following with any questions on "How To"

- **eDISTRIBUTION** –913-371-4430 or distribution@drexeltech.com
- BG Consultants Bid Information Administrator – 785-537-7448 ext. 1101 or bidinfo@bgcons.com