



# Online Access For Clients



Building your new project is an exciting and important endeavor, and Acumen Builders wants the process to be as smooth and enjoyable as possible. That is why we provide each of our clients with access to a secure website with all of the details of their project.

Whether you are at home, at work, on the road, or on vacation, Acumen Builders puts information at your fingertips about your selections, upgrades, financial decisions, questions, documents, photos, and more.

Look at the examples below to see just a few of the ways our online client access keeps you in touch and well-informed during the construction of your new project.

## SELECTIONS AND APPROVALS MADE EASY...

**06 - Exterior Doors**

**Garage Doors - Manufacturer, Product, Style and Color**

Choice	Price	Assigned to Change Order #1 - Awaiting Approval
#1 Clopay Coachman CP23 Sandstone per drawings	\$4,099.77	Assigned to Change Order #1 - Awaiting Approval
#2 Clopay Coachman CP23 Sandstone with arched glass	\$4,144.32	Assigned to Change Order #1 - Awaiting Approval
Allowance	\$4,099.00	
Difference	-\$1,124.32	

### ▲ Selection Sheet

Review what selection choices you have made and see what decisions are coming up next.

**Change Order #2**  
Status: Awaiting Approval

Document Date: Wednesday, June 02, 2010  
Contract Date: 12/2/2009

This change order is binding under your original sales contract, per section 12.

Line Items	Selection	Choice	Price	Allowance	Difference
Enlarge powder bath					\$2,345.00
<b>Total</b>					<b>\$2,345.00</b>

**Effect on Contract Total**

Original contract total	\$675,000.00
Total from this document	\$2,345.00
<b>New contract total*</b>	<b>\$677,345.00</b>

### ▲ Electronic Approvals

View and approve upgrades online without having to fax or mail signed documents back and forth.

**Expenses & Approvals**

<b>Base Price</b>	<b>\$606,152.00</b>
<b>Approval Documents (3)</b>	<b>\$13,899.43</b>
<b>Change order #1</b>	<b>\$15,308.33</b>
<b>Change Order #2</b>	<b>\$1,977.00</b>
<b>Change Order #3</b>	<b>\$568.10</b>
<b>Locked Selection Items (105)</b>	<b>\$0.00</b>
<b>Total Price</b>	<b>\$620,051.43</b>

### ▲ Up-to-date Financial Total

Check a running total, in real-time, of the financial decisions you have made on your construction project.

## ... AND SIMPLE COMMUNICATION FOR EVERYONE

**My Project**

- Client Questions
- To-Do List
- Selection Sheet
- Messages
- Files
- Photos
- Warranty List

**Comments**

Selection Item: Rough-in - Basement Bath

**Questions & Answers**

**Comments**

**Photos**

**Documents**

**Project Milestones**

Transformers set

Yankee ingenuity

In addition, all of your other communications are kept organized in one place:

- ▶ Questions & Answers
- ▶ Comments
- ▶ Photos
- ▶ Documents
- ▶ Project Milestones

See the back for more details...



# Acumen

(480) 717-9570

www.acumen-builders.com



## A SIMPLE WAY TO ACCESS YOUR INFORMATION IN ONE PLACE...

It starts by entering your personal login information at [www.acumen-builders.com](http://www.acumen-builders.com). From there, you have access to the following areas and more.

### Selection Sheet... See choices and stay on schedule

The site organizes selection items on a single color-coded list, displayed with all of the pertinent allowance, pricing, and other helpful information. Upcoming selections are automatically flagged to help keep you on schedule. With just a few clicks, you can enter your choices.

### Expenses & Change Orders... Eliminate "sticker shock"

Every decision made on the selection sheet is automatically reflected on the expenses page. With a single click, you can see how each of your choices have affected the final price of your project. If you need to approve a change order, you can do it electronically, saving you the time and hassle of faxing or mailing signatures to your builder.

### Milestones... Understand the next steps

Every construction project is an involved process, so the site will show you a list of major milestones on your project. You can check the progress made so far and see what steps are coming up next.

### Questions List... Never lose answers to your questions

Over the course of a project, you will have lots of questions, and this site will help you keep all of those questions, and your builder's answers, organized and in one place. Simply enter your questions here, and your builder's responses will be listed right next to them.

### Builder's To-Do List... See items as they happen

Your builder may choose to post some to-do items on the website. While you cannot add items to this list, viewing it can help give you an idea of how things are moving along on your project.

### Comments, Photos, and Files... Stop jumbled e-mails

As construction progresses, you will need to have "conversations" about certain items, like asking for clarification on a selection or providing an update on a warranty request. Rather than using e-mail, you can add comments to many of the items in the site. Comments group these conversations together with the items to which they relate, which keeps information organized and available to everyone, cutting down on misunderstandings. You and your builder can also attach photos and files.

### Warranty List... Easily track loose ends

Once your project is complete, you can submit warranty requests online. You can come back to the site to check the status, add comments as necessary, and then verify when they are complete.

### E-mail Updates... Let new information come to you

You can access the website at any time, but if there is something updated that you need to see on the site, you will also receive an e-mail each morning letting you know.

Question	Answer	Last Comment
1. Will the basement use underlock or poured concrete? Donny Wyatt 3/17/2 at 9:34 AM	We will be using poured walls. Donny Wyatt 3/17/2 at 9:46 PM	Question answered - 3/17/2 at 2:46 PM There is 1 other new comment. <a href="#">View/add comments</a>
2. How many recessed lights are included in the base price? Donny Wyatt 3/17/2 at 9:34 AM	This question has not been answered yet.	There are no comments on this item. <a href="#">View/add comments</a>
3. Is it possible to set up a meeting at the granite yard before we go on vacation? Donny Wyatt 3/17/2 at 9:34 AM	This question has not been answered yet.	There are no comments on this item. <a href="#">View/add comments</a>

▲ The questions list saves all of your questions, and your builder's answers, in one, easy-to-find place.

Choice	Price	Last Comment
#1 Clopay Coachman CF23 Sandstone new drawings Allowance \$4,000.00	\$5,134.32	Assigned to Change Order #1. See change log for details. Automatically entered 10:17 AM on Thursday, 1/14/10 <a href="#">View/add comments</a>   <a href="#">View change log</a>
#2 Clopay Coachman CF23 Sandstone with arched glass Difference +\$1,124.32		

Assigned to Change Order #1 - Awaiting Approval

▲ The selection sheet shows real-time info and prominently marks upcoming selections to keep everyone on schedule.

Choice	Price	Last Comment
#1 Quote #7726 from Ferguson Price \$15,754.78		Thanks. I'll post it when I get it. Donny Wyatt 8:49 AM on Saturday, 1/23/10 <a href="#">View/add comments</a>   <a href="#">View change log</a>
#2 Quote #7801 from Ferguson Price \$12,801.00		
Allowance \$9,500.00		

<b>Base Price</b>	<b>\$606,152.00</b>																														
<b>Approval Documents (3)</b>	<b>\$13,899.43</b>																														
<b>Change order #1</b> Status: Approved <a href="#">View Document</a>   <a href="#">Other Actions</a>	<b>\$15,308.33</b>																														
<b>Change Order #2</b> Status: Approved <a href="#">View Document</a>   <a href="#">Other Actions</a>	<b>-\$1,977.00</b>																														
<table border="1"> <thead> <tr> <th>Category</th> <th>Selection</th> <th>Choice</th> <th>Price</th> <th>Allowance</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>33 - Design Center</td> <td>Hardwood credit</td> <td>Changed from 3,4.5 wide plank to 2-1/4" (note: includes builder's fees)</td> <td>-\$1,977.00</td> <td>\$0.00</td> <td>-\$1,977.00</td> </tr> <tr> <td colspan="3">Subtotal</td> <td></td> <td></td> <td>-\$1,977.00</td> </tr> <tr> <td colspan="3">Note: Includes Builder's fees</td> <td></td> <td></td> <td>+\$0.00</td> </tr> <tr> <td colspan="3">Change Order #2 Total</td> <td></td> <td></td> <td>-\$1,977.00</td> </tr> </tbody> </table>	Category	Selection	Choice	Price	Allowance	Difference	33 - Design Center	Hardwood credit	Changed from 3,4.5 wide plank to 2-1/4" (note: includes builder's fees)	-\$1,977.00	\$0.00	-\$1,977.00	Subtotal					-\$1,977.00	Note: Includes Builder's fees					+\$0.00	Change Order #2 Total					-\$1,977.00	
Category	Selection	Choice	Price	Allowance	Difference																										
33 - Design Center	Hardwood credit	Changed from 3,4.5 wide plank to 2-1/4" (note: includes builder's fees)	-\$1,977.00	\$0.00	-\$1,977.00																										
Subtotal					-\$1,977.00																										
Note: Includes Builder's fees					+\$0.00																										
Change Order #2 Total					-\$1,977.00																										
<b>Change Order #3</b> Status: Approved <a href="#">View Document</a>   <a href="#">Other Actions</a>	<b>\$568.10</b>																														
<b>Locked Selection Items (105)</b>	<b>\$0.00</b>																														
<b>Total Price</b>	<b>\$620,051.43</b>																														

▲ The expenses page automatically shows how selection choices and change orders affect the final project price.

Sublist	Priority	Entered	Item	Last Comment	Verify Completion
30 Day	None	12/18/09	The tree and one of the azaleas in the front yard have died.	Item accepted - Donny Wyatt - 12/18/09 11:03 AM <a href="#">View/add comments</a>	Completed

Sublist	Entered	By	Item	Last Comment
General	1/22/10	Fath Cully	Dripping sound in the wall in the front right bedroom. It happens whenever the AC turns on and off.	<a href="#">View/add comments</a>

Sublist	Entered	Completed	Item	Last Comment	Verify Completion
30 Day	12/25/09	1/1/10	The deadbolt on the door to the garage will not latch anymore - it seems like it is no longer lined up properly.	Item completion verified - Fath Cully - 1/13/10 11:08 AM <a href="#">View/add comments</a>	Verified
30 Day	1/13/10	1/14/10	I have some water leaking out from under the HVAC unit in the basement. I attached a photo in the photos section.	Item completed - Donny Wyatt - 1/14/10 4:00 PM <a href="#">View/add comments</a>	<a href="#">Click to verify</a>

▲ The warranty list lets you request new items and verify items once they are complete.