

Table of Contents

- A Methodology
- Implementing the Method
- Communications
- Telephone Communications
- Correspondence
- Meeting Minutes
- Requests for Information
- Changes To Documents
- Addenda
- Revisions
- Construction Change Directives
- Architect's Supplemental Instructions
- Cost Adjustments
- Proposal Requests
- Change Orders
- Requisitions
- Submittal Review
- Submittals
- Reports And Records
- Reports
- Records
- Archiving Documents
- Glossary
- Index
- About the Disk
- Blank Forms