

- · Centralized Submissions
- · Automated Closeout
- · Interactive Deliverables

The easiest and fastest way to collect, organize, digitally index and deliver a closeout e-book via thumb drive or mobile device.



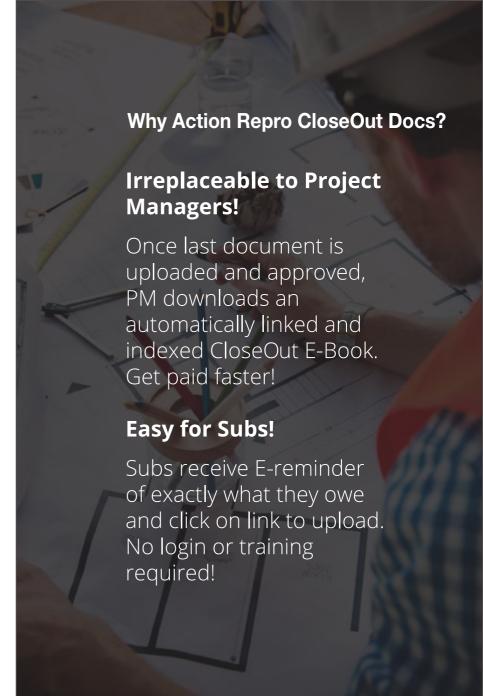
# The "Mona Lisa" of CloseOut Books

CloseOut Docs is a construction closeout system that reduces the need for frustrating spreadsheets, endless phone calls, E-mail dumpster diving and tedious file management.

Our system automates the process of requesting, collecting and organizing all types of construction documents. And instead of heaps of cumbersome binders, CloseOut Docs delivers all your files in a neatly indexed flash drive, hard drive, or secure online account.

PMs simply select the subcontractors and the documents they are required to submit. As the closeout date nears, Closeout Docs will auto notify each sub with increased frequency any documents still outstanding.

PMs are alerted to all subs' uploads and can instantly review. CloseOut Docs automatically emails the PMs a color-coded report of all documents received and what each sub still owes.





### Simple CloseOut Workflow



#### Project Set-up

The project manager adds companies and trades to the project, specifies what documents are required from each trade, and sets due dates. Then the system gets to work.



#### Automated communication

CloseOut Docs automatically alerts subcontractors about document due dates via email and informs the project manager when a submission is made.

The system even generates progress reports so you can instantly see a snapshot of the whole project.



#### 💃 Subcontractor submission

Subcontractors access a simple, one-click upload for documents right from the email alert. CloseOut Docs collects all documents into one central location.

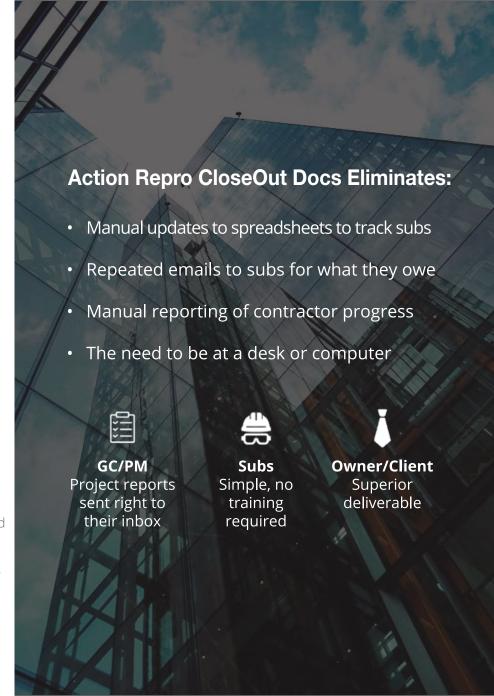


#### Document delivery

The system then creates a searchable database indexed by trades, document catagories and project contacts.

Once closeout is complete, select download and all files are compressed and organized into an e-book direct to flash drive.





## The Action Repro CloseOut Docs Advantage

- Significantly reduces time to closeout your project
- Automatically alerts subs of documents owed with interval reminders
- Alerts PMs and admins of documents submitted by subs
- PMs can approve, comment, or reject a submission right from system alert
- No logins required for subs. They simply upload from secure link in email
- We provide a Project Admin and WHITE GLOVE SERVICE to any Project Manager starting their job
- Enhance your CloseOut E-book with some of these add on deliverables such as 3D Scans, BIM Models, 360 Walk Thru's, Drone Aerials, or Progress Photos

Contact us about Jobsite Services



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