



Terms and Conditions  
for the Service of Providing Electronic Files of Project Documents

September 2008

These Terms and Conditions set forth considerations related to the transmittal and use of electronic files, especially those that are instruments of engineering services.

- The firm of Greeley and Hansen drawings, specifications, reports, data or other information that may be relied upon are those which 1) are set forth on paper (also known as hard copies) and 2) are designated as final. Files in electronic media format of text, data, graphics, or other types are furnished only for convenience, not reliance by the recipient. Any conclusion or information obtained or derived from such electronic files will be at the recipient's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- Because files stored in electronic media format can contain irregularities, deteriorate or be modified inadvertently or otherwise without authorization of the files' creator, the transmitted electronic files should be examined by the recipient within 60 calendar days of receipt, after which time the recipient shall be deemed to have accepted the files thus transmitted. Any transmittal deficiencies detected within the 60-day acceptance period will be corrected by Greeley and Hansen. Deficiency corrections requested after the acceptance period will be considered additional services. Greeley and Hansen is not responsible for irregularities, deterioration or modifications occurring or detected after the 60 calendar-day acceptance period.
- Greeley and Hansen makes no representations as to the compatibility, usability, or readability of the electronic files resulting from the use of software application packages, operating systems, or computer hardware (e.g. monitors, graphic cards and plotters) differing from those used by Greeley and Hansen and its subconsultants. Also, the use of software application packages, operating systems and computer hardware different from those used by Greeley and Hansen and its subconsultants may introduce errors and irregularities. Such occurrences are not the responsibility of Greeley and Hansen and its subconsultants.
- Greeley and Hansen 1) makes no representations as to the long-term usability or readability of the electronic files and 2) cannot be depended upon to maintain copies of the electronic files after the 60 calendar-day acceptance period.
- The electronic files have been prepared for very specific purposes and the degree of accuracy and detail of the files are consistent with those purposes but the files may not be useful for other purposes. Furthermore, misapplication of the electronic files can cause occurrences that potentially have life/safety and financial consequences. The electronic files are not intended or represented to be suitable for use by the recipient or others on this project or on extensions of this project or on any other project without written verification, adaptation or completion by Greeley and Hansen and, when applicable, associated compensation to Greeley and Hansen. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Greeley and Hansen and its subconsultants, as appropriate for the specific purpose intended, will be at the sole risk of the recipient and those associated with the recipient and without liability or legal exposure to Greeley and Hansen and its subconsultants. The recipient shall indemnify and hold harmless Greeley and Hansen and its subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the electronic files without written verification, adaptation, or completion by Greeley and Hansen and its subconsultants.

Terms and Conditions Accepted By:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Title of Project to Which Electronic Files Apply:  
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