

GENERAL PROVISIONS AND THE REMARKS ON PROJECTING

We wish with this project documentation to spare the precious time and to release them from solving of all details, which have been already solved successfully in our company and are being applied in the form of standard solutions. In return we expect the remarks and recommendations to our documentation as well as possible projecting.

After receiving the certified agreement to the usage of our project documentation, the projecting house, more exactly, the architect - planner could use it without any compensation. This agreement is only generally and to go into effect for each individual object to be projected, it is necessary to submit the information about the object to INFOFORM.

Considering the performance in accordance with the project, all the performers, as well as INFOFORM, are taking part on the auction under the same conditions. Other performers may offer their own solutions and symbols and use the same materials and the same equipment. Our standard solutions are based on the products and materials of the American company NEW HERMES, according to our opinion, the best products of that type in the world market. For purposes of the public auction on investment, to avoid the assignation of the producer of materials and to assure the satisfactory quality, we propose the following clause to be put into the preamble of the preliminary measurement and preliminary account. The same or even better products, referring to all positions in the preliminary measurement and the preliminary account.

We have to note some facts from the experience of our business till now. Some companies performing the same activities as ourselves and taking part on the auction as our rivals many times had been offering inadequate solutions of unsatisfactory quality. In such cases the investor is the one who has been harmed, we recommend the technical documentation and the samples of the offered solutions to be required considering that the designed solutions of the INFOFORM are protected by the authorship rights.

The agreement to the usage of the documentation protected by authorship rights was made in two copies, sheets 04 and 05.

After the completion of the design and after filling up the table of the cumulative view, the preliminary measurement has to be made with very short descriptions and in quantities, given in our own documentation. On the basis of this preliminary measurement we are able to offer the individual and the total prices of the elements of visual communication, needed for completion of the preliminary account, very quickly on the same day.

Every complete set of the project documents is to be delivered on signature by means of the adequate form. These records make possible the delivery of supplementary information or possible changes made in the next period.

We are able to make the standard inscriptions in Cyrillic or Latin alphabet and to offer a larger number of fonts, with all program font transformations as making narrow, widening and slanting.

With this design documentation only our standard solutions have been worked out with the remarks on possible special manufacturing. The term "special manufacturing" has been used to make an unambiguous distinction between these products and the standard ones. In practice, considering the good technical equipment, we are able to meet a large number of requests for special manufacturing quickly and easily and at the prices near those of standard products.

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All materials needed for manufacturing of standard products in all colors offered we keep on our permanent stock in sufficient quantities. All our offerings comprise the production of elements of the materials from the existing stock. This permanent stock of materials and colors offered does truly charge the price of the products, but on the other hand it yields to the investor an exceptional assurance to get just that what had been offered. We use to offer to the investor, besides the bank guarantee, to see also the materials needed for the production of the offered objects before admitting the offer.

At using of the design documentation only the sheets needed may be used, always keeping in mind that the technical description and design are constituent parts of the documentation.

All symbols and inscriptions are made by the engraving technique with programmed machines and the form of symbols is therefore adapted to those techniques.

We suggest that the documents be designed by the sequence given in the survey of the elements what will make the projecting easier. It is a regular occurrence that at the designing visual communication, especially on newly designed objects, the designer wants certain data to the names of services, spaces, the names of officials and similar for the reason that the investor - user still did not define them. To overcome such problems we formed the prices by an average text got at by the experience at a business object. In the case that, for instance, at the projecting of the central information board the name of a service on a floor is missing, it is needed only to anticipate one empty horizontal tape in which the needed text would be engraved before or after the installation of the information board. As the tape is easily accessible and the whole text of the information table has been memorized in the computer, there is no worry that the text subsequently added would be different from that earlier made, and the price would be the same. Most often the names of the officials are missing which would be practically the case only after "move in" of the officials.

The major part of designing consists of the choice of elements and colors and of engraving of the adequate symbol from the legend and on the foundations of the floors. For that reason, at forming of the legend we took count that the symbols be as simple as possible for drawing. The most often used and the most numerous elements as the room number and the key pendant have been shaped most simply as a circle or a square. Because of the possible identity of the symbols to those of another kind of design we suggest the usage of special shapes of backgrounds for this kind of design only.

Because of numerous requests by designers for making a more complete designing documentation and considering the experience and references we have, we decided to enlarge our present documentation. The present documentation included mainly the technical descriptions and technical drawings. For shortage of this kind of documentation, although it has been always gladly accepted by the designers, during designing, there also emerged requests for additional data as the short description of the positions for preliminary measurement and preliminary account, the price of the elements, the legend for designation of the elements on the background, possible colors, materials and similar. The majority of these requests we worked out and prepared, so that it is possible to photocopy them and to put them into the project directly without the previous retyping or crossing out. On special request we may deliver the parts of this documentation on the special tracing paper.

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