



ACTBUILDING
SYSTEMS

Detailer 3rd Party Service Procedures

The **ACT Building Systems – Detailer 3rd Party Procedures** (hereinafter “Detailer”) provide an independent 3rd party service separate from ACT Building Services. The service allows users to have an .ACT file edited to match custom engineering that is completed for a COLD FORMED project.

This procedures overview is designed to help Users navigate the Detailer process by providing clarity on the steps involved.

How to Request Detailer services for a Custom Engineered Job

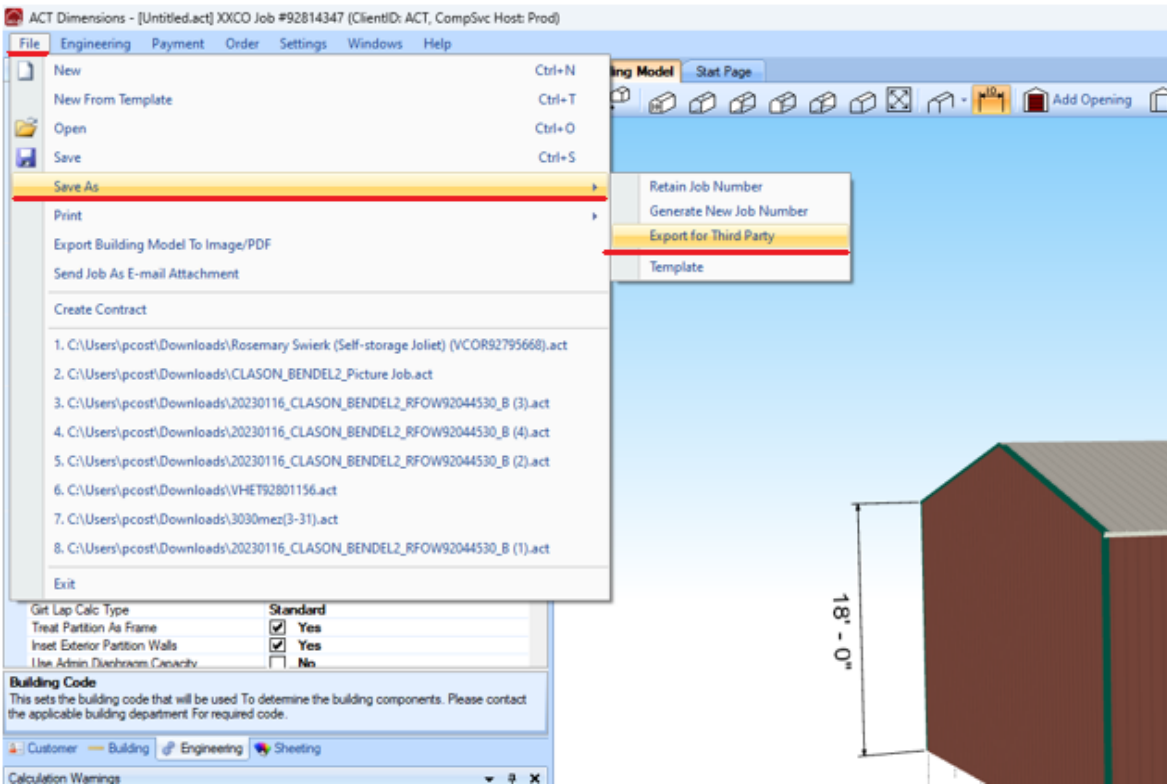
1. When submitting for Custom Engineering on a job that you intend to send to a Detailer make sure to request from the engineer the .dwg file is to be sent back to you in addition to the plans, calculators, and any change memo sent by the Engineer when doing custom engineering (refer to the Engineering Procedure)

2. Determine which Detailer you will use. To do this go to the LINKS section in ACT Dimensions and select the Third Party Services icon. Copy the Detailers contact email into an email.



3. In an email write a description or attach a sketch/photo of what you are wanting to achieve and then attach to the email the following files:

- Engineering plans (.dwg file)
- Structural change memo (.pdf file)
- ACT Dimensions building file (**.acte file**). This file is generated using *File\Save As\Export for Third Party*. (do not confuse this with the .act file)



4. The Detailer will respond back via email will include an edited .act file and construction package to match the custom job with any instructions as necessary.

5. With the new .act file you can order the job that was edited by the third party detailer. Make sure to send your customer the following:

- Edited construction package
- Engineering plans
- Copy of the order (File/Print/Order)
- Links to the Hints and Tips, and the Instruction Manuals.

NOTES:

a) **DISCLAIMER.** ACT Building Systems does not provide or endorse any of the 3rd Party Detailing services. ACT has established the service with due care but does not take responsibility for the service provided.

The Distributor/User should satisfy themselves that the Detailer is proficient and accurate.

b) Distributor/User should refer to the Detailer for hourly and charge rates, terms and conditions of service, payment methods and information related to the Detailer's experience and suitability.

c) Detailers costs are not included in the calculated price of a job.

d) Distributors/Users are not required to use Detailer service as they can edit their own jobs.

e) ACT Building Systems receives a copy of the Detailers response which includes the edited .act file and a Construction Package for record keeping purposes only. ACT will not check the files for accuracy or correctness.