

# Using IBSWIN as a Non-Spec Builder

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The purpose of this document is to outline the setup and usage of the Integrated Builder Series software for *non-spec* homebuilders. We are defining a *non-spec* homebuilder as one that **does not** predetermine the plans that will be built on each lot prior to the sale. This is the predominant method of homebuilding and selling homes outside of California and its border states in the Southwest U.S.

For *non-spec* builders, IBSWIN is designed to provide simple way to setup the base house budget for each plan type and then generate *start-orders* as a plan is selected on a specific lot. The system generates a *start-order* document for each subcontractor involved in the construction of each home that includes the base house commitment as well as any options specific to that lot.

**IMPORTANT NOTE!** As of version 11.05 there have been significant enhancements made to the Purchasing Power module to make the Bidding and Base House Option creation easier. These changes have not yet been added to this document. Please call for details.

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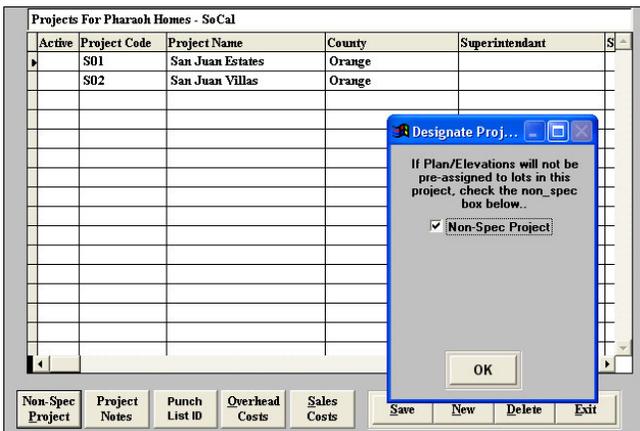
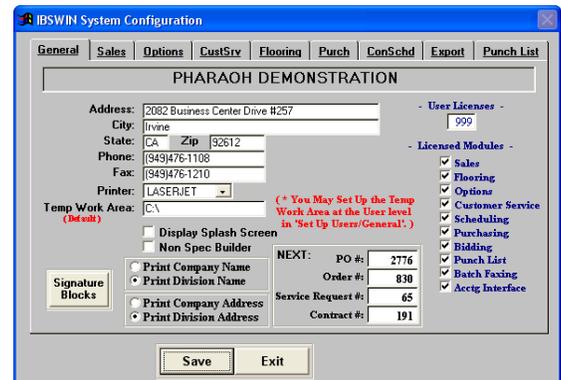
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## General Configuration

The first setup related issue that has to be configured for a non-spec builder is decided whether all of your projects are non-spec or whether this is the case on specific projects. If you choose select it globally for all projects, this is done in **Setup: Company Config: Edit: Non spec builder** make sure the box is checked as indicated on the screen to the right.



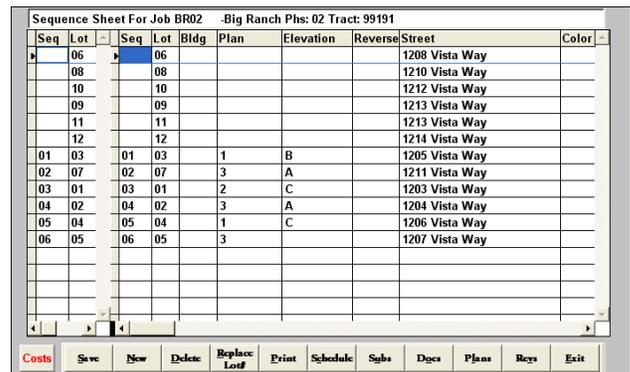
If some of your projects are pre-spec type projects such as condominiums, then you will need to setup your non-spec projects at the project level. This is done in the project record as indicated to the left. Select **Setup: Inventory: Projects** choose the project from the pull down list pick the **Non-Spec Project** button and check it.

Once you have setup the non-spec flag, either globally or by project, you are ready to start setting up the project information required to use the system. First, we will look at some of the common database setup that is affected by the non-spec setup.

## Setting Up the Sequence Sheet Information

The first thing that a non-spec builder will set up differently than a spec homebuilder is the sequence sheet information. Since initially a non-spec does not know what plans will be plotted on each lot and in what sequence the lots will be built in, the non-spec builder will setup the following information:

- 1) The lot and address information only (the sequence number, plan, and elevation fields will be left blank).
- 2) The valid plans will be setup by selecting **Plan** button.
- 3) All of the plan pricing information will left blank in the sequence sheet, since the pricing information will be part of the **base house** setup (covered later).



The sample sequence sheet below illustrates what the setup on a non-spec project will look like. As the plan is chosen on a specific lot in the sales or options system, it is automatically transferred to the sequence sheet. If you are using the Scheduler Plus system, you should enter the sequence number to indicate the how each home is sequenced in the construction schedule processing and reporting.

## Setting Up the Option Group and Base House Option

There are two ways to setup the base house option information. You can do it directly in the options setup screen or as a byproduct of **Awarding** subcontractor bids in the Purchasing Power module. Firstly you must make sure that you have a **Base House** option group setup in the option group screen which can be found under **Setup: Options: Options Groups**. Make sure that the Option Type is **BH** for base house.

Grp Code	Option Cost Code	Description	Option Type	Margin
1BASEH		1Base House Cost	BH	30.00
1LOTP		1Lot Premium	BH	0.00
APPL	452	Appliance Group	O	35.00
AUDI	467	Audio Group	O	35.00
CABI	472	Cabinet - Option Group	O	35.00
CARPE	480	Carpets	O	35.00
CERA	482	Ceramic Tile - Group	O	35.00
CLOS	492	Closest Option Group	O	35.00
CODRI	230	Concrete Drive, Walks, Patios	O	35.00
CONT		Const - Upgrades	O	0.00
CORN	495	Cortian Counter Group	O	35.00
CSTM	999	Custom Options	X	0.00
ELEF	447	Electrical Fixtures Option Group	O	35.00
FCAR	452	Finish Carpentry	O	35.00
FIREP		Fireplaces	O	35.00

Once you have setup the base house option group, you are ready to setup the base house budgets for each plan. Once again this can be done directly in the **Buyer Options** setup screen or as a byproduct of **Awarding** bids (covered later in this document). To enter the base house budgets directly, go to **Setup: Options: Buyer Options** and select the applicable phase. The steps to setting the base house budget are as follows:

- 1) Start by selecting the **New** button and choose the base house group setup above.

**Note:** You only need to setup one base house record, since you can setup the costs and pricing for all plans

- 2) Next select the **Items** button and setup each of the trade items that will make up the base house budget. This is done by selecting **New** and selecting the Trade from the Subcontractor Trade List (see screen below). Enter a description of the work to be performed (this will print on all the key reports and documents sent to the sub).

Color	Opt Group	Opt Num	Margin	Description
x	1BASEH	001	3.00	Base Plan Information - All Plans
	APPL	001	55.00	STD - GE package - White
	APPL	002	50.00	Upgraded GE package - Black
	APPL	003	45.00	GE 50 lb Ice maker
	APPL	004	45.00	GE 24" Bottle Capacity Wine Cooler
	APPL	005	45.00	GE Mini-Refrigerator
	APPL	006	45.00	GE Microwave upgrade
	APPL	007	30.00	Kitchen Trash Compactor
	APPL	008		
	APPL	009		
	AUDI	001		
	AUDI	002		
	AUDI	003		
	AUDI	004		
	AUDI	005		
	AUDI	006		
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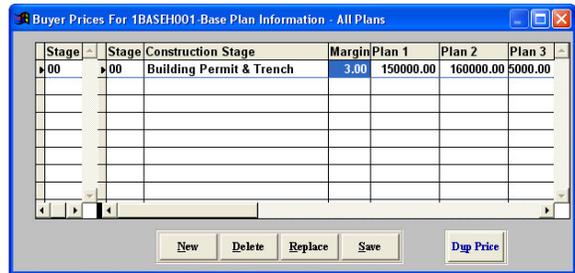
  

Item Trade	Item Desc
CONC	POUR FOUNDATION
PLUM	ROUGH PLUMBING
FRAM	FRAMING 1ST FLOOR
INSU	INSULATION 1ST FLOOR
DRYW	DRYWALL 1ST FLOOR
ELEF	ELECTRICAL WIRING
WIND	SET WINDOWS & DOORS
CABI	SET CABINETS

- 3) By selecting the **Costs** button you will now have the opportunity to enter the base house budget for each trade that you have just setup for each of your valid plans. This cost screen is illustrated below.

Item Trade	Item Trade	Item Description	Plan 1	Plan 2	Plan 3
x	CONC	POUR FOUNDATION	6500.00	6950.00	7500.00
	PLUM	ROUGH PLUMBING	2300.00	2400.00	2600.00
	FRAM	FRAMING 1ST FLOOR	6700.00	7100.00	7800.00
	INSU	INSULATION 1ST FLOOR	1500.00	1700.00	1900.00
	DRYW	DRYWALL 1ST FLOOR	3450.00	3800.00	4200.00
	ELEF	ELECTRICAL WIRING	2200.00	2300.00	2500.00
	WIND	SET WINDOWS & DOORS	2100.00	2200.00	2300.00
	CABI	SET CABINETS	1600.00	1750.00	2000.00

4) The final step in the base house setup is to enter the **Prices** for each plan. Select the **Price** button and you will enter the Pricing screen illustrated below. Pick the first scheduling cut-off and then enter the base plan pricing for each plan. Enter **Save** in all the screens to save your changes and you are ready to create start documents.



5) Before exiting the main options setup screen, after you have setup the base house option, we recommend that you print out the **Detail Listing** report below. This will allow you to verify your input and make sure all your costing data is accurate. From the main buyer options screen select **Print: Detail Listing** and choose **Selected Option Types** with the **Base House Costs** checked.

**Options List Detail Report For Phase BR02 - Big Ranch Phs: 02**

Option #	Option Description		Plan 1	Plan 2	Plan 3	Plan 4
1BASEH001	Base Plan Information - All Plans					
	This is a details note of this options					
<b>Cutoff Date</b>	<b>Cutoff Stage</b>					
//	Building Permit & Trench		150000.00	160000.00	175000.00	180000.00
<b>Subcontractor Items</b>	<b>Subcontractor Name</b>	<b>Trade</b>				
POUR FOUNDATION	CRAIG'S CONCRETE	CONC	6500.00	6950.00	7500.00	3200.00
ROUGH PLUMBING	RCR PLUMBING	PLUM	2300.00	2400.00	2600.00	2600.00
FRAMING 1ST FLOOR	ABC FRAMING	FRAM	6700.00	7100.00	7800.00	7800.00
INSULATION 1ST FLOOR	INCOME SPECIALISTS	INSU	1500.00	1700.00	1900.00	1900.00
DRYWALL 1ST FLOOR	FREDS DRYWALL	DRYW	3450.00	3800.00	4200.00	4200.00
ELECTRICAL WIRING	MODERN ELECTRIC	ELEF	2200.00	2300.00	2500.00	2800.00
SET WINDOWS & DOORS	TRIMCO FINISH	WIND	2100.00	2200.00	2300.00	2500.00
SET CABINETS	CABINET FACTORY	CABI	1600.00	1750.00	2000.00	2200.00
FRAMING 2ND FLOOR	ABC FRAMING	FRAM	8700.00	9000.00	11000.00	12000.00
FINISH INSULATION	INCOME SPECIALISTS	INSU	700.00	800.00	900.00	1000.00
FINISH PLUMBING	RCR PLUMBING	PLUM	1200.00	1400.00	1600.00	1700.00
FINISH DRYWALL	FREDS DRYWALL	DRYW	3200.00	3300.00	3500.00	3800.00
INTERIOR PAINT	PAUL'S PAINTING	PAIN	2100.00	2200.00	2300.00	2500.00
INSTALL CERAMIC TILE	COLOR TILE	CERA	2400.00	2500.00	2600.00	2800.00
FINISH CARPENTRY	ABC CABINETS	CARF	3000.00	3200.00	3500.00	4000.00
EXTERIOR STUCCO & PAINT	PAUL'S PAINTING	PAIN	1800.00	1900.00	2200.00	2500.00
INSTALL STANDARD APPLIANCES	GE APPLIANCES	APPL	2200.00	2400.00	2800.00	3000.00
INSTALL SOUND SYSTEM	JENN-AR COMPANY	AUDI	4300.00	4500.00	4500.00	4800.00
INSTALL & FINISH ROOF	RONAR ROOFING	ROOF	6000.00	6100.00	6200.00	6500.00
EXTERIOR FENCING	R & W FENCING	FENW	2000.00	2300.00	2500.00	2600.00
CARPET UPGRADES	CARNIVAL CARPETS	CARP	2000.00	2200.00	2400.00	2600.00
	<b>Total Builder Cost</b>		<b>65950.00</b>	<b>70000.00</b>	<b>76800.00</b>	<b>77000.00</b>
	<b>Net Profit</b>		<b>84050.00</b>	<b>90000.00</b>	<b>98200.00</b>	<b>103000.00</b>
	<b>Actual Margin</b>		<b>56.03%</b>	<b>56.25%</b>	<b>56.11%</b>	<b>57.22%</b>

The Detail Listing report (above) not only provides you with the costing and pricing information for each plan, it also shows the subcontractors that will be doing the various tasks. They are assigned to each trade by either assigning them using the **Sub** button (*see the Options Plus manual for more detail on this*) or by **Awarding** the contract through the Purchasing Power module.

## Using the Purchasing Power module as a non-spec builder

The Purchasing Power module designed to assist the purchasing department in the following functions:

- 1) Entering the original plan budgets and preparing budget comparison reports.
- 2) Entering subcontractor bids and comparing the bids to the budget.
- 3) Awarding the subcontractor bid and thereby automatically setting up the *base house budget* for each trade.
- 4) Creating the contract agreements via a simple interface to Microsoft Word.

In addition, the Purchasing Power module provides the ability to create offsite / indirect type contracts and generate other standard purchase order commitments.

### Step# 1 – Entering Your Plan Budgets

The first step in the purchasing process is to enter the plan budgets for each plan that you will be building in the selected phase. The plans are originally setup in the Sequence Sheet (see page 3 of this document). This budget is the original estimate to build each new home and will be used as comparison to the subcontractor bids as they are entered.

Trade Description	Code	Plan 1	Plan 2	Plan 3	Plan 4
APPLIANCES	APPL	2200.00	2400.00	2800.00	3000.00
AUDIO SYSTEMS	AUDI	4300.00	4400.00	4500.00	4800.00
CABINETS	CABI	1550.00	1700.00	2000.00	2100.00
CARPENTRY-FINISH	CARF	3000.00	3200.00	3500.00	4000.00
CARPET UPGRADES	CARP	2000.00	2200.00	2400.00	2600.00
CLEAN UP- FINAL	CLEA	200.00	200.00	200.00	200.00
CONCRETE FOUNDATION/SLAB	CONC	4900.00	5200.00	5500.00	5600.00
COUNTERTOPS	COUN	600.00	600.00	600.00	600.00
DRYWALL	DRYW	3450.00	3800.00	4200.00	4200.00
ELEC FIXTURES	ELEF	500.00	560.00	560.00	580.00
ELECTRIC WIRING	ELEC	2200.00	2300.00	2500.00	2800.00
FENCING, MASONRY	FENM	2000.00	2300.00	2500.00	2600.00
FIREPLACES	FIREPL	300.00	300.00	300.00	300.00
FLOORING	FLRG	250.00	250.00	250.00	250.00
FRAMING	FRAM	15000.00	15550.00	16000.00	16500.00
G. D. AND OPENERS	GARA	300.00	300.00	300.00	300.00

Select **Purchasing: Onsite Contracts: Original Onsite Budgeting** and choose the desired phase for the budget entry screen (right) to appear. After you have completed the entry of the plan budgets by selecting the **Print** button you can print the *Direct Construction Budget* report below.

Acct No.	Plan/Elev	Plan 10A	Plan 20C	Plan 30A	Plan 30C	Plan 40B
	Mix	3	2	1	1	2
	Sq.Ft.	2100	2200	2300	2300	2500
840135	APPLIANCES	900	900	900	900	900
840165	AUDIO SYSTEMS	1200	1200	1200	1200	1200
840210	CABINETS	4100	4100	4200	4200	4300
840115	CARPENTRY-FINISH	0	0	0	0	0
840235	CARPET UPGRADES	500	500	600	600	700
840117	CARPENTRY-ROUGH	3400	3500	3600	3700	0
840310	CLEAN UP- FINAL	300	300	300	300	300
840010	CONCRETE	1100	1200	1300	1300	1400
840013	CONCRETE PRECAST	800	800	800	900	900
840232	COUNTERTOPS	1600	1750	1800	1900	2000
840185	DRYWALL	8000	8400	8600	9000	9200
840160	ELECTRIC WIRING	900	950	960	1000	1100
840162	ELEC FIXTURES	450	450	450	500	500
840040	FENCING, MASONRY	800	800	800	800	800
840110	FIREPLACES	1300	1300	1450	1450	1600
840236	FLOORING	400	500	600	700	800
840070	FRAMING	12500	13000	13500	14000	14500
840250	G. D. AND OPENERS	500	500	500	600	600

### Step #2 – Entering Subcontractor Bids

To enter your subcontractor bids, select **Purchasing: Onsite Contracts: Subcontractor Bid Entry**. Then choose the phase and trade that you would like to enter subcontractor bids for and the screen to the right will appear.

This *Onsite SubContractor Bids* screen, illustrates how the various sub bids are displayed. By selecting the **Costs** button, the detailed bid by plan is entered as illustrated below.

**Onsite SubContractor Bids**

Project: S01 San Juan Estates  
 Project: SJE02 ESTATES -PHASE2  
 Trade: CABI CABINETS  
 Budget Total: 40,500.00

Red -> Denotes Bid Awarded

Rev #	Subcontractor	Bid Date	Total Bid	Comments / Description
	ABC CABINETS	04/20/2001	42800.00	
	CABINET FACTORY	04/19/2001	39000.00	Includes Everything
	FREDS CABINETS	04/20/2001	40400.00	
	KARLS KABINETS	06/19/2001	25300.00	
	NUWISUB	06/26/2001	40000.00	

Buttons: Budget, Save, New, Revision, Costs, Award, Delete, Print, Exit

**Onsite Subcontractor Bid Detail  
Plan Mix**

Project: S01 San Juan Estates  
 Project: SJE02 ESTATES -PHASE2  
 Trade: CABI CABINETS  
 Sub: ABC 01 ABC CABINETS

Plan	Quantity	Bid Per Unit	Total Bid
10A	3	5100.00	15300.00
20C	2	5200.00	10400.00
30A	1	5200.00	5200.00
30C	1	5400.00	5400.00
40B	2	5800.00	11600.00

Buttons: Dup Bid, Save, Exit  
 Bid Total: 47,900.00

After entering and then saving the detailed bid entry by plan, back at the *Onsite SubContractor Bids* screen, you can now select the **Print** button to prepare a bid comparison report. This report illustrated below provides a way of quickly comparing the various sub bids prior to awarding the bid.

### Bid Comparison Report

Project: San Juan Estates      Phase: ESTATES -PHASE2      Trade: CABINETS  
 Total Lots: 9      Total SqFt: 29,400

Plan	Mix	BUDGET		ABC CABINETS		CABINET FACTORY Includes Everything		FREDS CABINETS		KARLS KABINETS	
		Per Plan	Total	04/20/2001		04/19/2001		04/20/2001		06/19/2001	
				Per Plan	Total	Per Plan	Total	Per Plan	Total	Per Plan	Total
10	0	0	0	N,A	N,A	N,A	N,A	N,A	N,A	6,000	0
10A	3	4,100	12,300	5,100	15,300	4,500	13,500	5,000	10,000	N,A	N,A
20	0	0	0	N,A	N,A	N,A	N,A	N,A	N,A	6,200	0
20C	2	4,100	8,200	5,200	10,400	4,500	9,000	5,000	10,000	N,A	N,A
30	0	0	0	N,A	N,A	N,A	N,A	N,A	N,A	6,500	0
30A	1	4,200	4,200	5,200	5,200	5,000	5,000	5,000	5,000	N,A	N,A
30C	1	4,200	4,200	5,400	5,400	5,000	5,000	5,000	5,000	N,A	N,A
40	0	0	0	N,A	N,A	N,A	N,A	N,A	N,A	6,600	0
40B	2	4,300	8,600	5,800	11,600	5,500	11,000	5,200	10,400	N,A	N,A
<b>Totals:</b>		<b>20,900</b>	<b>37,500</b>	<b>26,700</b>	<b>47,900</b>	<b>24,500</b>	<b>43,500</b>	<b>25,200</b>	<b>40,400</b>	<b>25,300</b>	<b>0</b>
<b>Per SqFt:</b>		<b>1.27</b>		<b>1.62</b>		<b>1.47</b>		<b>1.37</b>		<b>0.00</b>	
<b>Variance: From Budget</b>				<b>10,400</b>		<b>6,000</b>		<b>2,900</b>		<b>( 37,500)</b>	
				<b>27.73%</b>		<b>16.00%</b>		<b>7.73%</b>		<b>(100.00)%</b>	

### Step #3 – Awarding the Bid

Awarding the bid is as simple as pushing a button. By highlighting the desired bid and selecting the **Award** button, the system will automatically update your *base house option* with the selected bid for each plan. In addition, it now prepares the subcontractor information to create the contract documents and *Pricing Agreement*.

### Step #4 – Creating and Printing Contract Documents

Upon awarding the contract, you are now ready to prepare the contract documents by selecting **Purchasing: Onsite Contracts: Create a Contract**. You will then select the subcontractor that you awarded the contract to for the following screen to appear.

**Onsite Contracts**

Vendor: ABC004 ABC PLUMBING  
 506 W. THIRD ST - Onsite Trade -  
 IRVINE CA 92341 PLUM  
 Fax: (949)476-1210 PLUMBING  
 Contact: BOB GAINS Cost Code: 840045

Contract	Rev #	Phase	Date	Contract Amount	Description / Comments	No
00000030	02		03/27/2000	0.00		
00000055	02		06/16/2000	59,250.00		
00000058		SJED1	06/23/2000	46,600.00		
00000059		SJED2	06/29/2000	48,000.00		
00000060	01		06/29/2000	106,000.00		
00000111	02		03/27/2001	91,200.00		
00000119		SJED2	04/18/2001	48,500.00		

Buttons: Contract Tracking, Save, New, Revisions, Costs, Lot Detail, Delete, Copy Contract, Copy To Budget, Print, Exit

The *Onsite Contracts* screen illustrates the summary total of each contract that has been awarded to the selected sub for each project / phase. By selecting the **Costs** button, the detailed costs by plan will be displayed.

**Onsite Contracts Plan Mix**

Vendor: ABC004 ABC PLUMBING  
 506 W. THIRD ST Contract#: 00000055  
 IRVINE CA 92341  
 Fax: (949)476-1210 Trade: PLUM PLUMBING  
 Contact: BOB GAINS

Plan	Quantity	Plan Unit Cost	Total Cost
10A	2	3400.00	6800.00
10BR	2	3500.00	7000.00
10C	2	3500.00	7000.00
20AR	2	3700.00	7400.00
20B	1	3700.00	3700.00
20CR	1	3750.00	3750.00
30A	2	3900.00	7800.00
30BR	2	3900.00	7800.00
30C	2	4000.00	8000.00

Total: 59,250.00

Buttons: Dup Cost, Save, Spread, Lot Detail, Exit

Upon verification of the plan cost information, you are ready to prepare the contract documents. This is done from the main *Onsite Contracts* screen **Print** button. There are several standard reports that can be printed which are illustrated below. The main contract and scope of work are created via a simple merge with Microsoft Word document (see the sample contract on next page).

### Budget / Contract Comparison Report

Project Name: San Juan Villas Tract/Phase: SanJuane-Phase02 Page 1  
 Job No/Cost Code: 02 40045  
 Trade: PLUMBING  
 BUDGET/CONTRACT COMPARISON  
 Contractor: ABC PLUMBING  
 Date: 12/10/2002

Plan	SqFt	Quantity	Budget			Contracts			Variance		
			Per Unit	Cost/Sqft	Per Dist	Per Unit	Cost/Sqft	Per Dist	Per Unit	Cost/Sqft	Per Dist
10A	2350	1	0.00	0.00	0.00	3400.00	1.44	3400.00	-3400.00	-1.44	-3400.00
10C	2350	2	0.00	0.00	0.00	9500.00	4.04	19000.00	-9500.00	-4.04	-19000.00
20A	2600	1	0.00	0.00	0.00	6500.00	2.50	6500.00	-6500.00	-2.50	-6500.00
20B	2600	1	0.00	0.00	0.00	10200.00	3.92	10200.00	-10200.00	-3.92	-10200.00
20C	2600	2	0.00	0.00	0.00	6500.00	2.50	13000.00	-6500.00	-2.50	-13000.00
30A	2878	2	0.00	0.00	0.00	10900.00	3.78	21800.00	-10900.00	-3.78	-21800.00
30B	2878	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30C	2878	1	0.00	0.00	0.00	11000.00	3.82	11000.00	-11000.00	-3.82	-11000.00
40B	3400	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals:</b>	<b>24534</b>	<b>12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>58000.00</b>	<b>2.36</b>	<b>84900.00</b>	<b>-58000.00</b>	<b>-2.36</b>	<b>-84900.00</b>

Budget Notes:

**Pricing Agreement**

CONTRACTOR / OWNER:



3333 Warwick Drive  
Irvine, CA 92612  
PH: (949)113-0888 FAX: (949)113-0996  
License Number 547764

SUB CONTRACTOR:

ABC PLUMBING  
506 W. THIRD ST  
IRVINE, CA 92341  
Phone: Fax: (949)476-1210

**PRICING AGREEMENT**

CONTRACT #0000055	
Date:	06/16/2000
Project:	San Juan Villas
City Of:	San Juan Capistrano
Phase:	SanJuane.Phase02
Job #	02
Lot #'s:	1-16
Cost Code:	40045
Trade:	PLUM PLUMBING

This Pricing Agreement is subject to all the Contract Terms and Conditions for the contract number and project listed above.

PLAN & ELEVATION	Rough In	Finish	Retention	TOTAL
10A	\$1,190	\$1,870	\$340	\$3,400
10BR	\$1,225	\$1,925	\$350	\$3,500
10C	\$1,225	\$1,925	\$350	\$3,500
20AR	\$1,295	\$2,035	\$370	\$3,700
20B	\$1,295	\$2,035	\$370	\$3,700
20CR	\$1,312	\$2,062	\$375	\$3,750
30A	\$1,365	\$2,145	\$390	\$3,900
30BR	\$1,365	\$2,145	\$390	\$3,900
30C	\$1,400	\$2,200	\$400	\$4,000

**Contract/Scope of work**

**| SUB - CONTRACT AGREEMENT**

THIS AGREEMENT entered into at Monrovia, California, on 06/16/2000, by and between **Pharaoh Homes - SoCal**, hereinafter called contractor, (if the Owner is acting as Contractor and/or the context so requires, the word "Contractor" shall also mean "Owner"), and

**ABC PLUMBING  
506 W. THIRD ST  
IRVINE, CA 92341  
Phone: Fax: (949)476-1210**

hereinafter called Sub-Contractor,

- WITNESSETH -

IN CONSIDERATION of the mutual covenants and agreements contained herein, it is hereby agreed by and between the parties hereto as follows:

1. SCOPE OF WORK: Sub-Contractor agrees to furnish all labor, material, tools, equipment, supplies, permits, and all other things necessary to perform and complete the work hereinafter described in a good and workmanlike manner in strict accordance with the Plans and Specifications marked "Exhibit B and/or C" dated 06/16/2000 the provisions of this Agreement and Addenda thereto, published and/or unpublished regulations of the V.A. and/or F.H.A when applicable thereto to the complete satisfaction of the Contractor, the Owner and the lending institution concerned therewith, viz:

This sample above illustrates how the subcontractor information in the IBSWIN system can be merged with any Microsoft Word based contract document. Please contact Pharaoh Support for more detailed information on creating merge documents with your contracts.

## Using The Options Plus Module To Pick The Base House and Options

Once you have setup the base house budget and the options that you will be providing, you are ready to start creating the start-orders. This process is done by selecting **Options: New Homebuyer: Pick the Phase and Lot.** (Refer to the Options Plus User Guide for detailed information on order processing)

In the main options ordering screen you should first fill in the buyer information as completely as possible and select the plan that you will be plotting on this lot using the pull down selection. To choose the base house option and create the start orders, select **New Order** and pick the base house option as illustrated below.

At this same time you can select any additional options at this same time if desired. Select **Add** to finish the selection process and get back to the main option ordering screen. To create your start order documents, select **Print: Subcontractor Purchase Orders: All Subs All POs** and the following screen will appear.

### Sample Purchase Order / Start Order document



**Pharaoh Homes - SoCal**  
 3333 Warwick Drive  
 Irvine, CA 92612  
 PH: (949)113-0888 FAX: (949)113-0996

**Option Purchase Order**  
 Date Issued: 08/11/1999  
 P.O. Number: 001655  
 Order Num: 000102

<b>Vendor:</b> JENMAR COMPANY 5122 GREEN ST IRVINE, CA 92615 <b>Phone:</b> (949)817-7711 <b>Fax:</b> (949)476-1210 <b>Contact:</b> STEVE COHEN	<b>Phase:</b> SanJuane-Phase01 <b>Address:</b> 477 San Carlo San Juan Capistrano CA 95236 <b>Lot:</b> 12 <b>Tract:</b> 36665 <b>Bldg:</b> <b>Plan:</b> 10 <b>Stage:</b> Building Permit & Trench
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Trade	Qty	Option# Order Line#	Description Of Work	Contract Amt	Total Amt
AUDIO SYSTEMS 40165	1	AUDI002 004	Full Surround Sound Speaker System INSTALL SPEAKER SYSTEM & SUPPLY MATERIALS	\$1,230.00	\$1,230.00
AUDIO SYSTEMS 40165	1	AUDI004 005	Bose Surround Sound - Multi Room SUPPLY AUDIO SYSTEM - BOSE SYS 1000 (Option Cancelled On 03/22/2001)	\$1,200.00	\$1,200.00
AUDIO SYSTEMS 40165	1	AUDI004 005	Bose Surround Sound - Multi Room SUPPLY AUDIO SYSTEM - BOSE SYS 1000 (PO Revision: 1 On 03/22/2001)	(\$1,200.00)	(\$1,200.00)
<b>Rev: 1</b>				<b>Total:</b>	<b>\$1,230.00</b>

