

# FORMS

## AGREEMENT & INSTRUCTIONS

***Without exception, every builder and remodeler should be using these contracts.***

This document explains how to use the Forms in CD form, and what your rights and limitations are in using it.

The Agreement and Instructions form must be signed and dated by a member in good standing of the HBAGK in order to purchase the forms disk.

By signing the agreement, the member agrees to the license agreement and all copy and use restrictions and requirements. Please read the Agreement very carefully before using this disk!

**PLEASE SIGN AND DATE HERE** 

## AGREEMENT & INSTRUCTIONS

### 1. Benefit of Membership

Just as any printed contracts are only available for sale to current members of the HBA of Greater Kalamazoo, so is the use of this Contract CD. By purchasing this Contract CD, you agree to remain a member in good standing while using this disk. Should your membership lapse for any reason, you will no longer be able to use the contracts on the CD.

### 2. Format of Disk

Each file is unprotected, which allows you to replace the lines with you own information, therefore reducing your workload for each contract you use. However, **we recommend that you NOT alter the verbiage of this contract in any way.** Changes to verbiage in this document may cause it to be legally unenforceable. It is strongly recommended that you review any possible additions or changes to the contract with your attorney. Also, remember that you cannot save any changes to the CD. Changes can be saved to separate disk, or computer file if using the CD. We suggest protecting these documents with a password so that you do not accidently make changes.

### 3. Use and Replacement of Disk

Before using the files, we recommend that you back up the CD either onto your computer's hard drive, or onto another disk, which is stored in a different location than the original, You may find that upon opening the disk you see green and red proofing lines in the text. These will not print out. The proofing lines depend entirely on settings in Microsoft Word on the local computer. If the user has "Check spelling as you type" and "Check grammar as you type" enabled, the proofing lines will appear. They are enabled in Word by default but can easily be turned off by the user (under Tools, Options, Spelling & Grammar). So we have no control over whether the user will see these lines.

Why would the lines appear if we are sure the contracts are correct in spelling and grammar? Because certain terms used by the building industry (e.g., "pre-construction", "cooktop") are not in the default Word spelling dictionary. When the spelling checker underlines them, the user can add them to the dictionary (right-click, Add) and they won't be flagged as misspelled again.

The HBA of Greater Kalamazoo will not replace lost files due to the member's computer failure, operator error, nor due to electrical currents.

### 4. Copy and Use Restrictions

It is unlawful under the copyright to (a) make copies for other than archival purposes as provided by the license, (b) loan the CD or files to another company for the purpose of making a copy, or (c) sell, rent, or lease the CD or file to another company. Punishment will include legal prosecution, as well as loss of membership. These documents cost your Association a great deal of time and money. Please continue to support your Association by using these documents in an ethical manner.

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