

## **INSTRUCTIONS FOR COMPLETING THE ELECTRONIC CONTRACT FORMS**

1. The contract forms are available for filling out electronically or printing a blank copy from the City's Attorney's website:

<http://www.ci.lincoln.ne.us/city/attorn/index.htm>

2. The forms are in Adobe Portable Document Format (PDF). They can be opened in Adobe Reader (versions 5.1 and later).

The forms are security protected. If your contract requires any deviation from the form outside of what will be attached as the Proposal (Appendix A) or the Project Schedule (Appendix B), please contact the City Attorney's Office.

3. Click in the first form field for Architect/Engineer Name. Use the tab key to move to the next form field.

4. When you have completed filling in the information, the form can be printed and forwarded to the City, in triplicate, for processing.

12/08/2009