

[Contact name]
[Company name]
[Address]
[City, State Zip]

Subject: Electronic File Release – CML Dublin Branch

Dear [Contact name],

NBBJ will provide editable electronic files for the Contract Documents of the CML Dublin Branch Library for your convenience. We request you sign this letter to confirm your acceptance of the conditions for the release of the electronic files. Upon receipt, we will forward the files to your office.

Conditions:

1. The use of the electronic files is given to you for bidding and supplying furniture. No other use by you or recipients from you is permitted by this Agreement.
2. All selected electronic files will remain the property of NBBJ and its consultants. Electronic files are not actual Contract Documents and they cannot be relied on to be identical to Contract Documents because of changes or errors induced by transmission, translation, or alterations while under the control of others. Use of information contained in these electronic files is at your sole risk and without liability to NBBJ and its consultants. You shall defend, indemnify and hold harmless NBBJ, its consultants and their employees from and against demands, losses, expenses, damages, penalties and liabilities of any kind, including attorney fees, arising out of, or relating to, any use of the electronic files by you or recipients from you.
3. If the electronic files are used by your Architects, Engineers, Consultants, Contractors, Subcontractors or other recipient, then you will communicate the conditions in this letter to the using party and hold the using party to the same conditions for use of the electronic files.

Please acknowledge your acceptance of these conditions by signing below and returning a copy to our office.

Sincerely,

Acknowledgement:

[Client company name]

AJ Montero
Partner

Signature _____
(Signer affirms authority to sign for the entity represented)
By _____
Title _____

[Contact name]
[Company name]
[Date]
Page 2

Date _____

c: Legal
Accounting
Project Manager
Project File