



Builder's Exchange & Reprographics, LLC

We Can Help!

BXRepro YouTube Video Series, Get Schooled

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by Dakota Goldsworth (dakota@bxrepro.com)

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www.youtube.com/user/bxrepro, or simply by typing BXREPRO in YouTube's search. Against fear of stating the obvious; *they're best viewed in order* (this isn't experimental cinema here), but feel free to skip ahead to any subjects you're curious about!
As a *Builders Exchange*, we encourage interaction and... well,

EXCHANGE! If there's any subjects or features you'd like to see featured in future videos, please let us know. Email either Dakota@BXRepro.com or Repro@BXRepro.com.

GET YOUR MONEY'S WORTH and GET BUSY!
Learn how to effectively and



easily use the website features to stay on top of Future Projects, updates to projects *you're* interested in, bidder's lists and

apparent low bidders.

Don't Have Time?

Who does?! That's why these videos are ALL approximately two-minutes in length. Watch them at home, in your office, on your smart phone; wherever and whenever you have two-minutes to see what you've been missing.

[Click here](#) to see all of The BXRepro Video Series IN ORDER!



Let's talk PDF! by Burt May (burt@bxrepro.com)

PDF documents have been around since Adobe created the first PDF document in 1993. It developed into the "de facto standard" for printable documents in desktop publishing and on the web. Adobe released the PDF format as an open standard in 2008 and then the International Organization of Standardization published this open standard as ISO 32000-1. International Organization for Standardization, (ISO) is a **network** of the national standards institutes of **160 countries**, one member per country, with a Central Secretariat in Geneva, Switzerland,

that coordinates the system. Since they became an open standard there are now more than 2,000 vendors creating software to create PDF files.

As most of you know, PDF files are becoming more and more prevalent in the construction industry. As of this writing, we currently have 116 Active Projects, with 81 of those projects having plans, but only seven (7) have hard copy documents. That is less than 10% of the active projects that have hard copy plans and specifications. We do not see this trend changing in the future. Digital Documentation is here to stay!



We receive PDF files from architects, engineers, GCs and subs. One of the things we have noticed is the great variation in PDF files, both in digital size and in their makeup. We receive so many PDF files that are not to scale, which is due mostly to creators not checking the size dimensions before emailing. Also, PDF files that are corrupted or so large that manipulation is almost impossible, without converting them to another format. We have specific software that can convert PDF files to TIFF (image files) which makes it much easier to print plan pages. It also, ensures the quality of the plan page and that all original areas are properly displayed on the printed page. We make every effort to verify plan pages for projects, to make sure we have all the plans and that they are easily viewable for our members.

Here are a few tips that might help you;

To see the size of a PDF plan page, move your cursor down to the lower left hand corner of the open file. It should display the plan page dimensions.

Need to download a PDF file from the Internet, right click over the file name and choose "Save Target As". Just remember where you saved it on your computer!

Start, Run & Grow Your Business—Entrepreneurship

repro



This eight week course is designed to ensure business success for emerging entrepreneurs and provides a comprehensive process that develops a business plan with distinct competitive advantages. The course includes three books and the "Business Plan Pro" software.

When: April 5, 12, 19, 26 6:00—9:00 p.m.

Where: Daytona State College—Bldg 110, Rm 112

Cost: \$199.00

Call 386.506.4723 or email, sbdc@daytonastate.edu to register and make arrangements for payment.

UPCOMING ENTREPRENEUR SPEAKER SERIES:

April 14, 2011 at 6:30 p.m.—Bldg 1200

Entrepreneurs Make America Great—Presented by Andy Smith, co-founder and president of Houlihan Capital.

Open to the public, free admission, reservations required.

Call 386.506.4723 for more information or to register.



DAYTONA STATE COLLEGE

Sports..mmmTax Corner by Cyndi Deree (cyndi@bxrepro.com)

With tax season in full swing, I thought I would provide you with a couple of tips from the Better Business Bureau, to possibly ease your tax preparations.

- 1) Get referrals from friends & family on who they use and check the BBB Reliability Report on tax preparation services at www.bbb.org.
- 2) The IRS has instituted a new oversight system. Part of this system is the Preparer Tax Identification

Number (PTIN). All tax preparers (individuals who prepare taxes for compensation) including attorneys, certified public accountants, public accountants and enrolled agents are required to have one. When meeting with your tax preparer make sure they have a PTIN; otherwise they are not authorized to prepare taxes. Finally, the IRS has announced that taxpayers have until April

18th to file their returns this year.



Construction Terminology:

Low Bidder:

A contractor who is wondering what he left out.

Strike:

An effort to increase egg production by strangling the chicken.

Volume 1, Issue 2

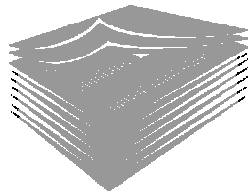
Top Five Bidding General Contractors!: #WINNING!

The statistics you are about to read are true. Only the names have been changed to protect the productive. We do not ALWAYS receive the Low Bidders List for ALL the projects we post (GC's looking strictly for Sub-Bids aren't going to give that information out, unfortunately), but of the ones we do get, a clear lesson can be learned. IT'S A NUMBERS GAME! The more you bid, the more you're likely to reach the Apparent Low Bidders lists.

COMPANY NAME	Bids	Apparent	Lows
Maskme Corporation	133	66	
McMade Construction Co.	81	25	
Billme Construction	72	21	
Sobidding Construction	82	19	
Seebids Construction	52	16	

If you're only looking at one city's remodeling projects, you're narrowing your opportunities down GREATLY! Are you a smaller GC who is just waiting around for smaller, local remodel jobs? Chances are limited to slim you'll be able to keep your head above water in the current economic environment. Are you willing to learn from the bigger companies and sub out your work to other contractors to get a shoe in the door? Are you bidding beyond just your own county? Are you familiarizing yourself with the many experienced companies listed in the [BXRepro MEMBERSHIP DIRECTORY](#)? Start hedging your bets and making competitive friendships!

Follow BXRepro:



Overrun with Paperwork?

Store Your Documents Digitally

LEGAL Make sure you have documentation to protect you from law suits. Keep all your records digitally.

PERMANENT - Digital Documents keep your records secure for a lifetime.

DISASTER PROOF - Fire - Flood - Hurricane - Roof Leaks - Faded Documents.

Documents stored digitally can be stored in multiple locations securing them from any disaster.

Clean out your storage rooms. Organize and retrieve your documents in seconds. Tax and bookkeeping documents, Payroll documents, contracts, customer files. Any size, any quantity.

Don't Forget your personal documents as well. Wills - Insurance Policies - Finan-

cial - Tax returns with supporting documents - Photos - Medical Records. In an emergency, you can take all your irreplaceable documents on a CD or External Hard Drive.

Builder's Exchange & Reographics makes it easy and affordable. Pick up and delivery available for large quantities. Disposal shredding service also available.

A Secret:

The secret to managing is to keep the guys who hate you away from the guys who are undecided.

Bid Opening:

A poker game in which the losing hand wins.



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The Tools That Build Your Business!

Follow BXRepro:



Social Media

We have been on Facebook and Twitter for a couple of months now. As we continue to test the social media waters, we hope you'll join us, and see the benefits of knowledge on the go. These are the direct links below:

<http://www.facebook.com/pages/BXRepro/115771908487946>

<http://www.twitter.com/bxrepro/>

Just copy and paste these links into your browser's address bar.

Interesting Facts:

All of the clocks in the movie Pulp Fiction are stuck on 4:20.

The only "real" person to be a Pez Head was....Betsy Ross.

BXRepro Staff!

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Prevent Identity Theft

The number of identity fraud victims increased by 12% in 2009 11.1 million adults were victims of identity theft in 2009

WE WILL BE HIGHLIGHTING 10 STEPS YOU CAN TAKE TO PREVENT IDENTITY THEFT

1) Secure your business premises with locks and alarms.

Alarm systems are effective deterrents to criminals thinking of breaking into your business, including those intent on identity theft - especially alarm systems that are monitored by a security company. Make sure external doors have deadbolts and that exposed windows are secured with security film, bars, screens or shatter-proof glass.

2) Put your business records under lock and key.

Store your physical business records,



such as customer records and other data on paper, in locking filing cabinets - and lock the filing cabinets at night, or at those times during the day that you and your staff will not be "supervising" access (such as lunch time). Put copies of system and database backups and "important" business data in your safe (or in your security deposit box at the bank if you don't have an on-site safe).

Number 3 and 4 will be in our next Newsletter.

If you want to know more now, please contact Dorice at dorice@bxrepro.com or by phone at 386.253.7888

We can Scan, organize your files digitally and save them on CD's, DVD's or External Hard drives. Securing your documents is more affordable than you may think.

Request a Quote

If you would like to request a quote on protecting your documents, please provide us with more information please visit <http://www.bxrepro.com/scanninginfo.htm>, or call us at 386.253.7888



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