

ELIMINATING AND AUTOMATING AT EVERY TURN

Smart software means eliminating and automating tasks to make your work-flow simpler. PASKR does this at every step from Bidding to Closeout.

INVITATION TO BID

	ELIMINATES	AUTOMATES	STANDARDIZES
Prepare Invitation List	●		
Sending Invitations	●	●	●
Plan and Spec Distributions	●	●	●

SCOPE OF WORK

Define and Distribute Scope of Work		●	●
Existing Conditions, Discovery, and Update		●	●

PROPOSAL PACKAGE

Pricing, Scope of Work and Alt Presentation		●	●
Team List Information Reporting	●	●	●
Delivery, Copying and Filing Bid Package	●	●	●

CONTRACTS & PURCHASE ORDERS

Draft Prep, Including Enumerating Docs	●	●	●
Base Bid, Units and Alt Price Verification	●	●	●
Delivery and Tracking	●	●	●
Signatures	●	●	●
Accounting Update	●	●	●
Filing and Copying for Binders	●	●	●

BUDGET PREPARATION

Awarding Bid Amounts	●	●	●
Tracking Changes from Bid to Budget	●	●	●

SCHEDULING

Contracted Sub and Material Dates		●	●
Submittal Schedule	●	●	●
Incomplete Task Notice to PM	●	●	●
Real Time Notifications	●	●	●
Real Time Adjustments	●	●	●

PROGRESS DOCUMENTATION

	ELIMINATES	AUTOMATES	STANDARDIZES
Daily Logs		●	●
Change Order Prep, Execution and Delivery	●	●	●
Meeting Deliverables	●	●	●

BILLINGS

Draft Preparation	●	●	●
Submitting for Approvals and Delivery	●	●	●
Coding and Over-billing of Sub Invoices	●	●	●
Notaries & Signatures for Processing	●	●	●
Tracking	●	●	●
Submittal Log	●	●	●
Change Order Log	●	●	●
RFI Log	●	●	●
Contract Execution	●	●	●
Weather Logs	●	●	●

ACCOUNTING UPDATES

Any Budget Change Updates	●	●	●
Insurance Expiration Tracking	●	●	●
Substantial Completion Notice Prep	●	●	●
Subcontractor Billing Oversight	●	●	●

CLOSE-OUT

Punch List Distribution and Tracking	●	●	●
Warranty Letters	●	●	●
Compiled Job Document Record	●	●	●