

How to Order the Doc Express® Service

From the Infotech home page at www.infotechinc.com, click [Resources](#) and choose [Shopping Cart](#). Scroll to Doc Express and click [Shop Now](#).

1. Read the information and click Buy Now.
2. Enter the number of contracts and the length of time needed.
3. Enter a project name or number if you'd like it to appear on your invoice/receipt.
4. Click **Order Terms** and read the information. Return to the Doc Express License page and select the check box indicating you agree with the terms.
5. When all information has been entered, click **Add to Cart**.

Doc Express License

The Doc Express service is a paperless contracting service that provides a secure digital filing cabinet and document exchange service specifically created to meet the needs of the construction industry. It allows for digital and electronic signatures for additional efficiency. With the Doc Express service, you can easily access, exchange and sign electronic contract documents with project stakeholders and business partners. You can also exchange material certifications, test results and more in real time from any computer without the hassle of an FTP site. The service allows you to store documents for the life of a project and beyond, and maintain an online audit trail.

Doc Express Licenses are \$50 per contract, per month.

Price: **\$ 50.00**

Options

How many contracts would you like to purchase?

For how many months?

Provide project name/number if you'd like it to appear on your receipt/invoice.

Do you agree with the [Order Terms](#)?

 Yes

[Add to Cart](#)

Doc Express License Information

Shopping Cart

Shopping Cart

The items in your shopping cart are listed below. To remove any item click *Delete Item*. To place your order, please click *CHECKOUT*.

Doc Express License

Selected Options:

Contracts:

Months:

Price: \$ 50.00 x 1 (1 Contracts for 1 Months) = \$ 50.00

🗑 Remove From Cart

Subtotal: \$ 50.00

Taxed Subtotal: \$ 0.00

Tax (0%): \$ 0.00

Order Total: \$ 50.00

🗑 Clear Cart
🔄 Update Cart
🛒 CHECKOUT
🛒 Continue Shopping

Doc Express Shopping Cart

1. After you click **Add to Cart**, sign in to the Infotech website with your company email and password. If you do not yet have an Infotech account, click the link to register for a new account.
2. If you are registering for a new account, enter your details, read the terms and conditions, and click **Submit**. Verify your email address in the confirmation email, then log in with your new account.
3. Review your order and update it if necessary. When it's complete, click **Checkout**.
4. Give your order a final review and click **Credit Card**. You can use a purchase order if your total is at least \$1,000. Your order will be processed and an invoice will be emailed to you, usually within two business days.
5. Enter your payment information and submit it.

Once your order is complete, a member of the Doc Express team will contact you with information on how to access the Doc Express service. Nothing will be shipped to you.