

A Small Firm and Sole Practitioner's Guide to Using AIA Contract Documents

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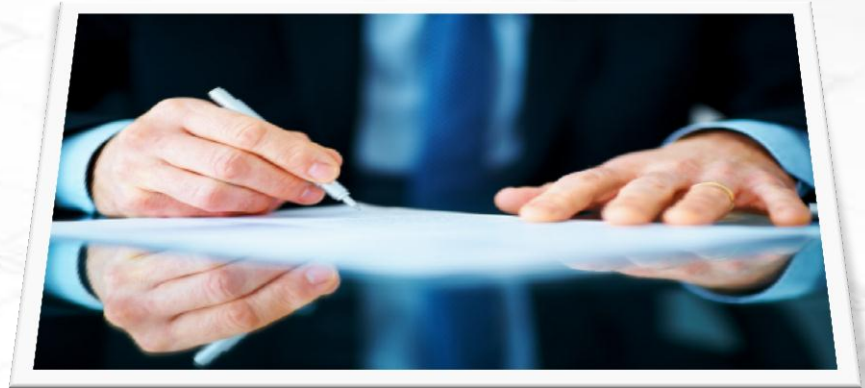
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Learning Objectives

- ✓ Learn about the AIA Contract Documents of particular interest for use by small firms and sole practitioners.
- ✓ Become familiar with the AIA's new documents for use on Sustainable Projects and understand how they can facilitate the provision of sustainability services and the achievement of sustainability goals on a project.
- ✓ Access AIA Contract Documents software and web-based products geared toward small firms.
- ✓ Know where to get AIA resources, tools and guides developed to assist you in understanding contract and risk management issues.

AIA Contract Documents Quick Overview

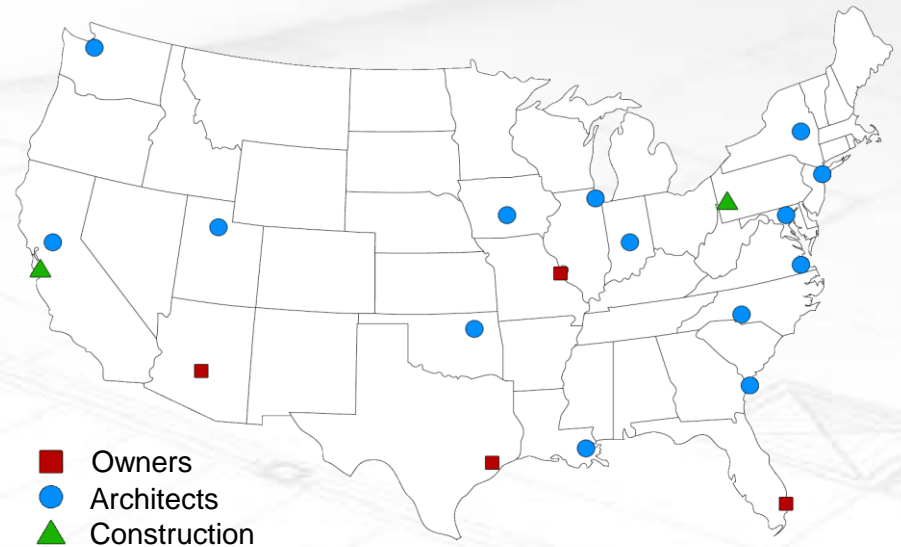


History

- ✓ Standard form documents since 1888
(Owner/Contractor agreement)
- ✓ Always a collaborative process
- ✓ First General Conditions 1911
- ✓ First Owner/Architect
agreement 1917
- ✓ Now, over 120 agreements
and forms

Document Creation

- ✓ Documents Committee and AIA staff
- ✓ 20 to 30 volunteer AIA members
- ✓ Ten-year commitment
- ✓ Generally revise documents on a ten-year cycle



Drafting Process

- ✓ Seek comments from industry
- ✓ Review/incorporate legal decisions
- ✓ Investigate impact of industry practices
- ✓ Draft and revise documents
- ✓ Solicit and review feedback on drafts

Why Do Small Firms Need Contracts?



Why Small Firms Need Contracts...

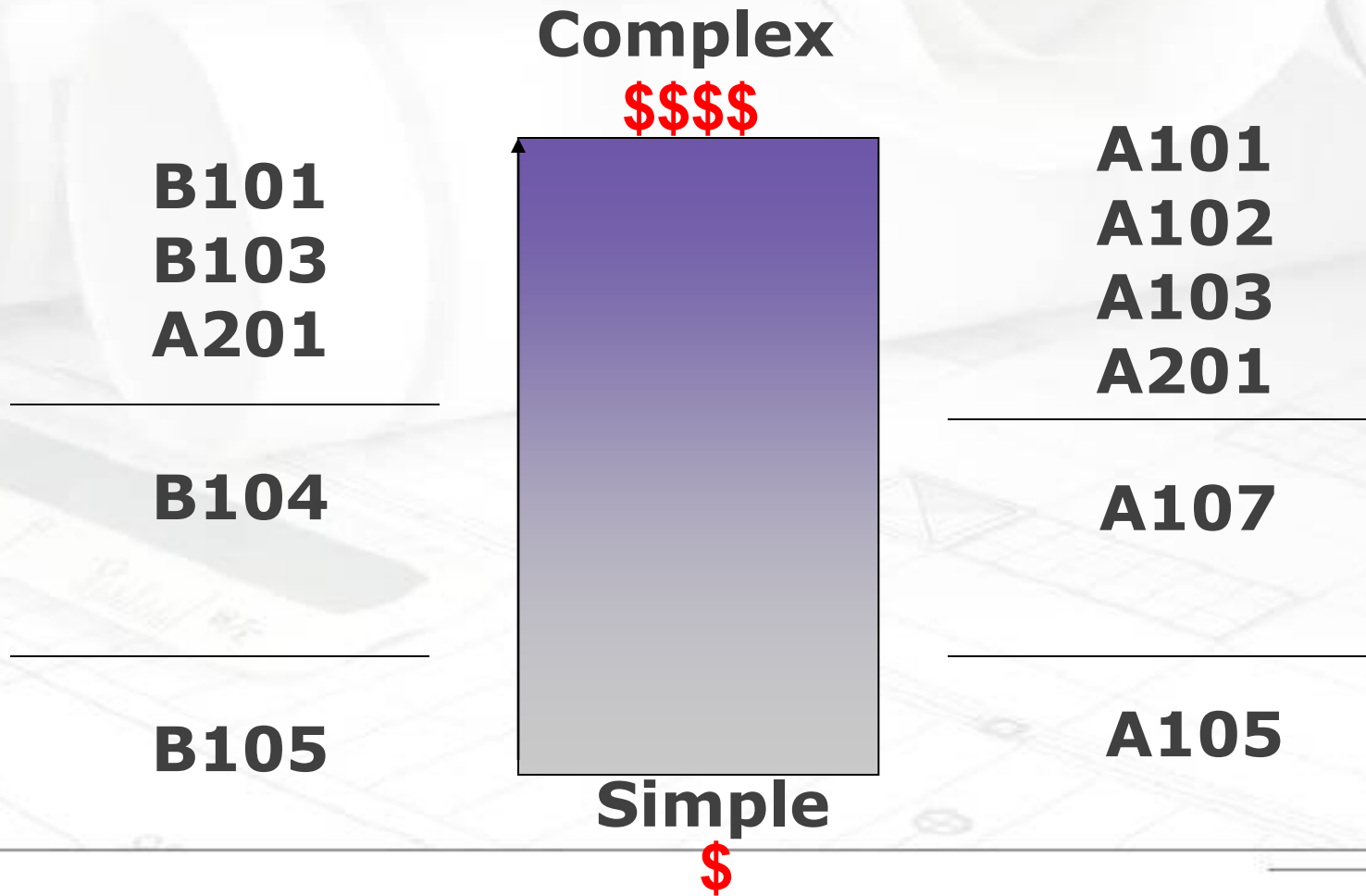
Memorialize key elements of consideration and performance (meeting of the minds) at the outset

- ✓ Basis of Architect's Design (Initial Information)
- ✓ Scope: Design and Construction Phase obligations
- ✓ Compensation: Basic and Additional
- ✓ Ownership of Instruments of Service
- ✓ Termination

Contracts and Forms for Small Firms



Choose by Project Size and Complexity



Small Projects Family

- ✓ **B105** – Agreement Between Owner/Architect for Residential or Small Commercial Project
- ✓ **A105** – Agreement Between Owner/Contractor for Residential or Small Commercial Project

B105 – 2007

**Agreement Between Owner
and Architect for Residential or
Small Commercial Project**

B105 — O/A Agreement for a Residential or Small Commercial Project

- ✓ For use on project modest in size and brief in duration (less than one year from start of design to completion of construction).
- ✓ Streamlined and simplified to be more comfortable for use by the homeowner client
- ✓ No paragraph numbering; only article numbers
- ✓ 2 pages + cover page
- ✓ Agreement can easily be formatted as an attachment to a proposal letter

B105 — O/A Agreement for a Residential or Small Commercial Project

- ✓ Basic Services compressed into two phases:
 - ✓ Design Phase
 - ✓ Construction Phase
- ✓ Owner provides cost estimating through contractor
- ✓ Architect owns instruments of service; Owner can use documents solely for Project

B105 — O/A Agreement for a Residential or Small Commercial Project

During Design Phase, the Architect:

- ✓ Learns Project requirements
- ✓ Develops design
- ✓ Prepares Construction Documents
- ✓ Coordinates with Owner-provided consultants
- ✓ Assists Owner with filings, obtaining proposals and awarding construction contracts



B105 — O/A Agreement for a Residential or Small Commercial Project

Construction Phase

- ✓ Incorporates A105, O/C Agreement, for a Residential or Small Commercial Project
- ✓ Architect
 - ✓ interprets Contract Documents
 - ✓ reviews Contractor's submittals
 - ✓ visits the site
 - ✓ reviews and certifies payments
 - ✓ rejects nonconforming Work

A105 – 2007

Agreement Between Owner and Contractor for a Residential or Small Commercial Project



Small Projects:

A105 — Fixed Price

- ✓ Based on A107 and A201
- ✓ Incorporated General Conditions
- ✓ Provisions pared down
 - No dispute resolution provisions
 - No contractual limit on statute of limitations
- ✓ Compensation is stipulated sum (fixed price)

Other Agreements for Small Firms and Sole Practitioners

- ✓ **B104** – Agreement Between Owner/Architect for Project of Limited Scope
- ✓ **A107** – Agreement Between Owner/Contractor for Project of Limited Scope
- ✓ **B106** – Agreement Between Owner/Architect for Pro Bono Services
- ✓ **B107** – Agreement Between Developer-Builder and Architect for Prototype(s) for Single Family Residential Project
- ✓ **B108** – Agreement Between Owner and Architect for a Federally Funded or Federally Insured Project

B104 – 2007

Agreement Between Owner and Architect for a Project of Limited Scope



B104 — O/A Agreement for a Project of Limited Scope (medium size)

Differences from B101

- ✓ Initial information = fill point
- ✓ Basic Services compressed into three phases
 - 1) Design Phase
 - 2) Construction Documents Phase
 - 3) Construction Phase
- ✓ Only requires discussion of environmentally responsible design
- ✓ No insurance requirements



B104 — O/A Agreement for a Project of Limited Scope

- ✓ Incorporates A107–2007, O/C Agreement for a Project of Limited Scope
- ✓ Includes A201 “lite” conditions
- ✓ No third party IDM

A107-2007 – O/C Agreement for Project of Limited Scope

- ✓ Streamlined for Medium-Sized Projects
 - ✓ Cost Plus W or W/O GMP payment options added
 - ✓ Binding dispute resolution checkbox per A101, A102 and A103
 - ✓ Owner may terminate for convenience
- ✓ Deviations from A201 due to limited scope:
 - ✓ Architect will serve as initial decision maker; no provision is made for third-party IDM
 - ✓ Contractor not required to submit submittal schedule
 - ✓ However, contractor is required to submit construction schedule

A107-2007 Payment Methods

ARTICLE 3 CONTRACT SUM

§ 3.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be one of the following:

(Check the appropriate box.)

- ☐ Stipulated Sum, in accordance with Section 3.2 below
- ☐ Cost of the Work plus the Contractor's Fee, in accordance with Section 3.3 below
- ☐ Cost of the Work plus the Contractor's Fee with a Guaranteed Maximum Price, in accordance with Section 3.4 below

(Based on the selection above, complete Section 3.2, 3.3 or 3.4 below.)



B106 – 2010 Owner/Architect Agreement for Pro Bono Services

B106–2010, O/A Agreement for Pro Bono Services

- ✓ Agreement for building design, construction contract administration, or other professional services provided pro bono by the architect.
- ✓ Pro bono services are professional services for which the architect receives no financial compensation other than compensation for reimbursable expenses.

B106–2010, O/A Agreement for Pro Bono Services

- ✓ Uses table format for the parties to designate the scope of architect's pro bono services and maximum number of hours to be provided.
- ✓ To be used in conjunction with AIA Document A201–2007 if the architect is providing construction phase services.
- ✓ Available in ACD software and free of charge on [AIA Documents-on-Demand™](#) Website.

B107 – 2010

(formerly B188–1996)

Developer- Builder/Architect Agreement for Prototype(s) for Single Family Residential Project



B107–2010 Developer-Builder/Architect Prototype(s) for Single Family Residential Project

- ✓ Architect provides limited architectural services in connection with a single family residential project
- ✓ Replaced B188–1996, O/A Agreement for Limited Architectural Services for Housing Projects
 - ✓ Title changed to better reflect specialized nature of the document
 - ✓ Updated to contain relevant aspects of 2007 revisions

B107–2010 Developer-Builder/Architect Prototype(s) for Single Family Residential Project

Developer-Builder (instead of “Owner”)

- ✓ An entity knowledgeable about, and experienced with, applicable residential building codes, selection of materials and systems, and methods of installation and construction
- ✓ Able to implement the Permit Set Documents through completion of the Project
- ✓ Extensive control over management of project
- ✓ Provides engineering services, specifies brand names of materials and equipment, administers payment to contractors

B107–2010 Developer-Builder/Architect Prototype(s) for Single Family Residential Project

Architect's Basic Services

Design Phase: Schematic Design to Permit Set Documents

- ✓ Necessary documentation of design required to obtain a building permit in jurisdiction where Project is located

Construction Phase:

- ✓ Limited site visits, submittal reviews and responses to inquiries related to Permit Set Documents

B108 – 2009 Owner/Architect Agreement for a Federally Funded or Federally Insured Project



B108 – 2009

- ✓ For use in federally funded or federally insured projects
- ✓ Update of B181–1994, Owner/Architect Agreement for Housing Projects
- ✓ Title changed to better reflect purpose

Two types of federal projects

Government as Owner



Example:
Federal
Courthouse



- ✓ **Government is the Owner**
- ✓ **Governed by FARS**

Government Funded or Insured



Examples:
Hospital
Fire Station



- ✓ **Government is not the Owner**
- ✓ **Agencies approves contracts**
- ✓ **Agencies provide necessary supplementary conditions**

B108 – 2009 is used for the latter

Used by:

- ✓ HUD: FHA mortgage insurance
- ✓ USDA funded multi-family and rural development programs

The AIA worked with both agencies to update B181



Federal Agencies



B108-2009

- ✓ Based on B101 with Revisions to accommodate agency requirements
- ✓ Cost Estimating
 - ✓ Checkbox for parties to select whether Owner or Architect provided
- ✓ Cost estimating duty provided in the alternative in Article 6

B108-2009

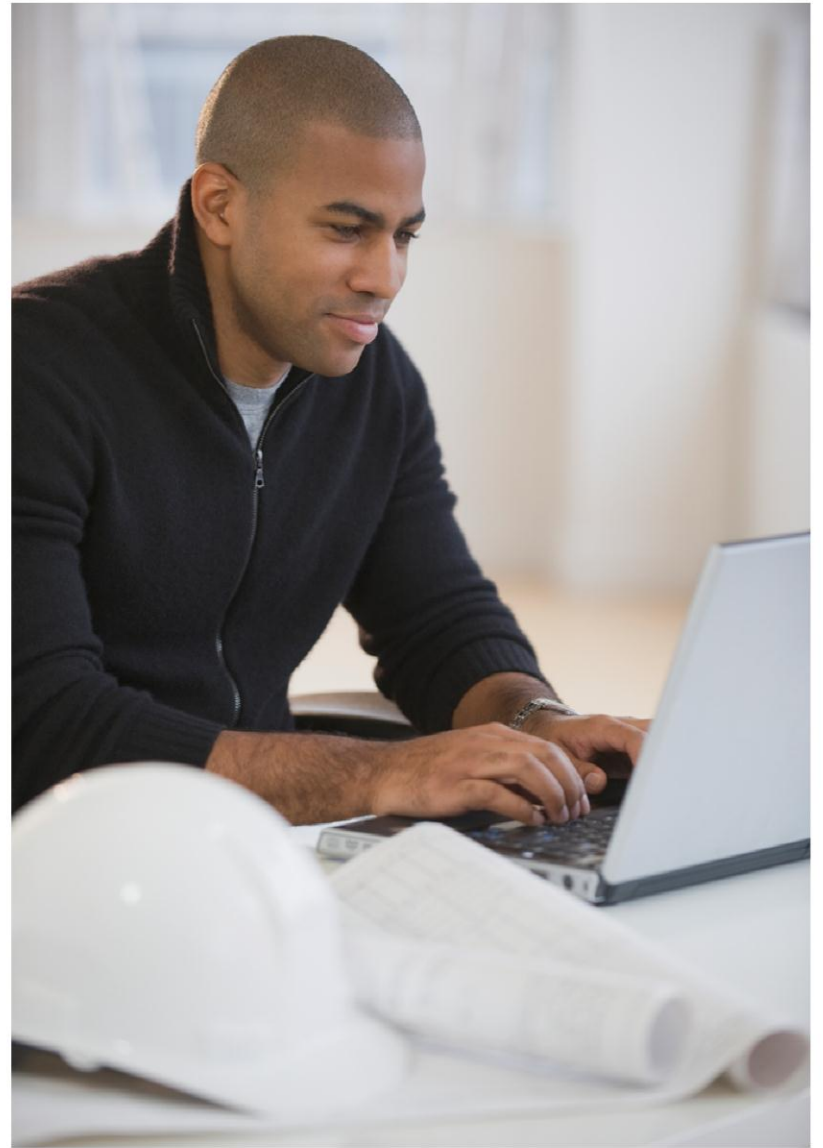
Compensation

- ✓ B108: Basic, Optional and Additional Services
 - ✓ Optional Services: Same as Article 4 Table in B101
 - ✓ Agreed-upon before execution of Agreement
 - ✓ Included in Architect's fee
 - ✓ Agency generally pays for them but not for Additional Services

Reimbursable Expenses

- ✓ Agencies generally do not pay
- ✓ § 11.2 — Owner pays regardless of public funds availability

B102 – 2007 and Scope of Services Documents



B102 O/A Agreement Without Predefined Scope of Architect's Services

Only terms and conditions; same as in B101–2007

TABLE OF ARTICLES

- | | |
|---------------------------------|---------------------------------|
| 1. Architect's Responsibilities | 6. Compensation |
| 2. Owner's Responsibilities | 7. Miscellaneous Provisions |
| 3. Copyrights and Licenses | 8. Special Terms and Conditions |
| 4. Claims and Disputes | 9. Scope of Agreement |
| 5. Termination or Suspension | |

Two-Part Model

B102–2007
(formerly
B141–1997 Part 1)


- ✓ B201 Design and CCA
- ✓ B202 Programming
- ✓ B203 Site Evaluation
- ✓ B204 Value Analysis
- ✓ B205 Historic Preservation
- ✓ B206 Security Evaluation
- ✓ B207 On-Site Project Representation
- ✓ B209 Construction Contract Admin.
- ✓ B210 Facility Support
- ✓ B211 Commissioning
- ✓ B212 Regional or Urban Planning
- ✓ **B214 LEED® Certification**
- ✓ B252 Arch. Interior Design
- ✓ B253 FF&E Design

Sustainable Design and Construction



AIA Document D503–2011

Guide for Sustainable Projects, including Agreement Amendments and Supplementary Conditions

 AIA®	Document D503™ – 2011
<i>Guide for Sustainable Projects, including Agreement Amendments and Supplementary Conditions</i>	
CONTENT OUTLINE	
INTRODUCTION	
Purpose of this Guide	
Revisions to this Guide	
How to use this Guide	
Modifications to AIA Contract Documents	
GUIDANCE AND MODEL LANGUAGE	
Suggested Introductory Paragraph to Amendments and Supplementary Conditions	
ARTICLE 1 BACKGROUND	
Sustainable Design and Construction	
Special Definitions	
ARTICLE 2 AGREEMENT BETWEEN OWNER AND ARCHITECT	
Initial Information	
Standard of Care	
Scope of Architect's Basic Services	
Substitutions	
Schematic Design Phase Services	
Construction Phase Services	
Project Completion	
Additional Services	
Architect's Services: LEED® Certification, AIA Document B214™–2007	
LEED® Online v3	
Use of B214–2007	
Guarantee of Performance	
Additional Services for Sustainable Projects	
Predesign Workshop	
Sustainability Plan	
Design Phase	
Guarantee of Performance	
Untested Materials and Equipment	
Limitations on Additional Services for Sustainable Projects	
Other Certifications	
Submission of Documentation for Certification	
Extensive Environmentally Responsible Design	
Commissioning: AIA Document B211™–2007	
Changes to the Sustainability Plan or Instruments of Service	
Completion of the Architect's Services	
Owner's Responsibilities	
Consultants	
Instruments of Service	
Claims and Disputes	
Consequential Damages	
Limitation of Liability	
Indemnity	
Confidentiality of Documentation for Certification	
Compensation	
Additional Services	
Compensation for Architect's Consultants	
Reimbursable Expenses	
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AIA Document D503–2011

Discusses sustainable design and construction issues including:

- ✓ Certification Systems, codes and legislation
- ✓ New risks and responsibilities for industry stakeholders
- ✓ Recommendations for model language for AIA Documents A101, A201 and B101

AIA Sustainable Projects Documents

AIA® Document A101™ – 2007 SP

Standard Form of Agreement Between Owner and Contractor, for use on a Sustainable Project where the basis of payment is a Stipulated Sum

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

and the Contractor:
(Name, legal status, address and other information)

for the following Project:
(Name, location and detailed description)

The Architect:
(Name, legal status, address and other information)

AIA® Document A201™ – 2007 SP

General Conditions of the Contract for Construction, for use on a Sustainable Project

for the following Project:
(Name and location)

THE OWNER:
(Name, legal status, address and other information)

THE ARCHITECT:
(Name, legal status, address and other information)

TABLE OF ARTICLES

- | | |
|---|---------------------|
| 1 | GENERAL CONDITIONS |
| 2 | OWNER'S OBLIGATIONS |

AIA® Document A401™ – 2007 SP

Standard Form of Agreement Between Contractor and Subcontractor, for use on a Sustainable Project

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Contractor:
(Name, legal status, address and other information)

and the Subcontractor:
(Name, legal status, address and other information)

The Contractor has made a contract for dated:

AIA® Document B101™ – 2007 SP

Standard Form of Agreement Between Owner and Architect, for use on a Sustainable Project

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

and the Architect:
(Name, legal status, address and other information)

for the following Project:
(Name, location and detailed description)

AIA® Document C401™ – 2007 SP

Standard Form of Agreement Between Architect and Consultant, for use on a Sustainable Project

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Consultant's client identified as the Architect:
(Name, legal status, address and other information)

and the Consultant:
(Name, legal status, address and other information)

Consultant's discipline:

ADDITIONS AND DELETIONS:
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Process Described in the Sustainable Projects Documents

The Sustainable Projects documents provide a process for successful completion of a Sustainable Project through:

- ✓ Special Definitions
- ✓ Allocation of Risks and Responsibilities
- ✓ Scope of Architect's Services for Sustainable Projects
- ✓ A fully integrated scope of documents for a design-bid-build project including Owner/Architect, Owner/Contractor, Contractor/Subcontractor and Architect/Consultant agreements

Special Definitions A201–2007 SP

- ✓ Sustainable Objective
- ✓ Sustainable Measure
- ✓ Sustainability Plan
- ✓ Sustainability Certification
- ✓ Sustainability Documentation
- ✓ Certifying Authority



Scope of Architect's Sustainability Services

New scope of Architect's services for Sustainable Projects

Architect's Sustainability Services include:

- ✓ Conduct Sustainability Workshop
- ✓ Prepare Sustainability Plan
- ✓ Incorporate Requirements of Sustainability Plan into Drawings and Specifications
- ✓ Collect Sustainability Documentation and submit to the Certifying Authority

Special Issues of Interest to Owners

- ✓ Owner Responsibilities
- ✓ Substantial Completion not tied to achievement of Sustainability Certification
- ✓ Final Completion
- ✓ Instruments of Service



SPECIAL ISSUES OF INTEREST TO ARCHITECTS

- ✓ Standard of Care
- ✓ Guarantees and Warranties
- ✓ Untested Materials
- ✓ Consequential Damages
- ✓ Registration Costs and other fees to Certifying Authority



Special Issues of Interest to Contractors

- ✓ Guarantees and Warranties
- ✓ Cleaning Up – Waste Management Plan
- ✓ Substitutions
- ✓ Submittals
- ✓ Consequential Damages



B305 – 1993, Architect's Qualification Statement

AIA Document B305™ – 1993

Architect's Qualification Statement

DATE:
SUBMITTED TO:
ADDRESS:
NAME OF PROJECT (If Applicable): Sample Project

1 BASIC INFORMATION

§ 1.1 Architect: (Firm Name and Legal Status)

§ 1.2 Business Address:

§ 1.3 Telephone Number:

§ 1.4 Person to Contact:

§ 1.5 Type of Organization: (Check one)

- ☐ Individual or Sole Proprietorship
☐ Professional Corporation/Association
☐ Corporation
☐ Partnership
☐ Joint Venture*
☐ Other*

*If Joint Venture or Other, give details.

2 GENERAL STATEMENT OF QUALIFICATIONS

3 GENERAL INFORMATION

(This information may be provided via the Architect's brochure which may be attached and listed in Article 5.)

§ 3.1 Names of Principals:

ADDITIONS AND DELETIONS:

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AIA Contract Documents Resources



Samples of Documents Discussed

Small Firm Documents:

www.aia.org/smallprojects

Samples of SP Docs and Comparatives:

www.aia.org/greendocs

D503, Guide for Sustainable Projects:

www.aia.org/sustainableprojectsguide

www.aia.org/contractdocs/reference



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AIA Contract Documents Reference Material

FAQs, guides, articles, synopses, comparisons, commentaries and documents to download free of charge.

AIA Document Synopses

[AIA document synopses](#) by [family](#), based on project type or delivery method, or by [series](#), based on document use or purpose.

AIA document families: [Conventional \(A201\)](#) family, [Construction Manager as Adviser \(CMa\)](#) family, [Construction Manager as Constructor \(CMc\)](#) family, [Design-Build](#) family, [Integrated Project Delivery \(IPD\)](#) family, [Interiors](#) family, [International](#) family and [Small Projects](#) family, plus [digital practice documents](#) and [contract administration/project management forms](#).

AIA document series: [A-Series](#), owner/contractor agreements; [B-Series](#), owner/architect agreements; [C-Series](#), other agreements; [D-Series](#), miscellaneous documents; [E-Series](#), exhibits; and [G-Series](#), contract administration and project management forms.

Amendments and Supplementary Conditions

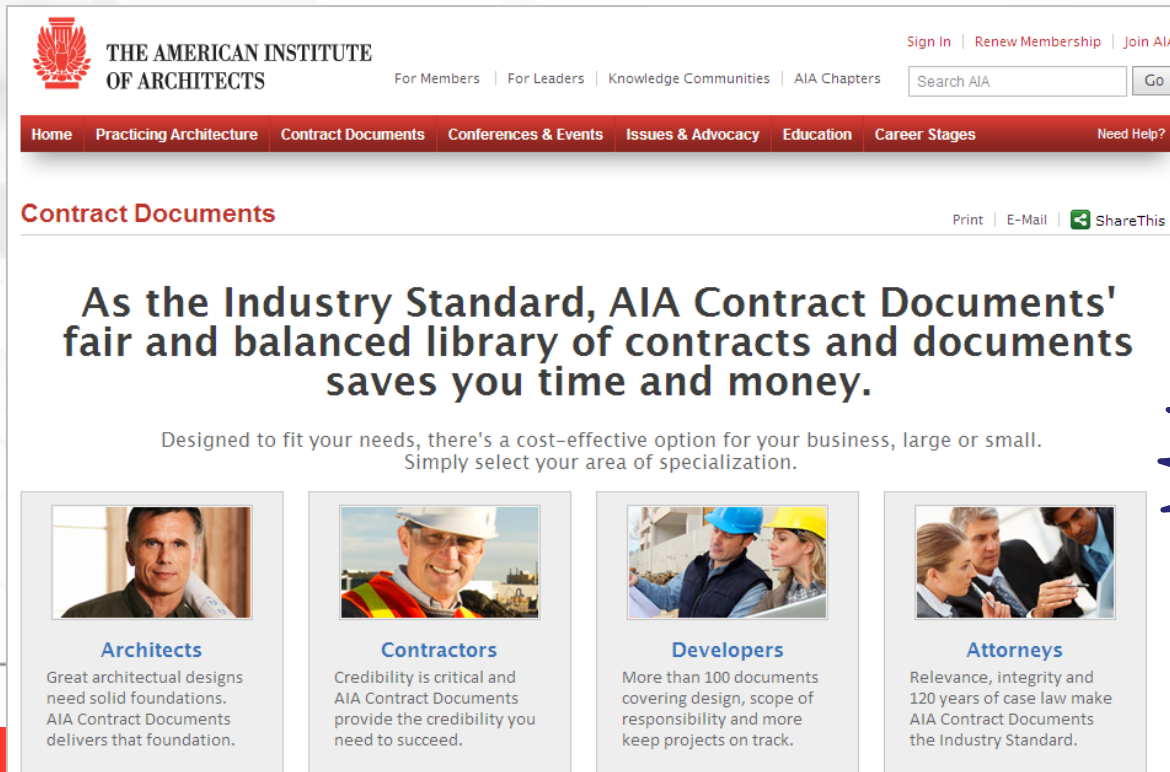
Guides to amendments or supplementary conditions for AIA owner/architect and owner/contractor agreements, including [new AIA Document D503™-2011](#) for modifying or supplementing AIA Documents A101™-2007, A201™-2007 and B101™-2007 for sustainable design and construction projects.

Contact/Resource Information

Questions about AIA document content:

Email: docinfo@aia.org Tel.: 202-626-7526

Web: www.aia.org/contractdocs/reference



The screenshot shows the AIA Contract Documents website. At the top is the AIA logo and navigation links: Sign In, Renew Membership, Join AIA. Below the logo is the text "THE AMERICAN INSTITUTE OF ARCHITECTS" and a search bar. A red navigation bar contains links: Home, Practicing Architecture, Contract Documents, Conferences & Events, Issues & Advocacy, Education, Career Stages, and Need Help?. The main heading is "Contract Documents" with links for Print, E-Mail, and ShareThis. The main content area features a large headline: "As the Industry Standard, AIA Contract Documents' fair and balanced library of contracts and documents saves you time and money." Below this is a sub-headline: "Designed to fit your needs, there's a cost-effective option for your business, large or small. Simply select your area of specialization." There are four columns, each with a photo and a title: Architects, Contractors, Developers, and Attorneys. Each column has a brief description of how AIA Contract Documents benefit that profession.

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Great architectural designs need solid foundations. AIA Contract Documents delivers that foundation.

Contractors
Credibility is critical and AIA Contract Documents provide the credibility you need to succeed.

Developers
More than 100 documents covering design, scope of responsibility and more keep projects on track.

Attorneys
Relevance, integrity and 120 years of case law make AIA Contract Documents the Industry Standard.

Quick Links

Use these handy links to download the software, free guides and samples or view a product demo.

- Download Software Now!
- Reference Material
- Free Guide for Sustainable Projects
- Free Commentary on AIA IPD Multi-Party Agreement
- Free set of contract relationship diagrams
- AIA Contract Documents demo
- Free Sample-BIM Exhibit

AIA Contract Documents Reference Material

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Purchasing AIA Contract Documents

AIA documents are organized by “family” and “series”

<u>Family:</u>	A Series Owner/ Contractor	B Series Owner/ Architect	C Series Architect/ Consultant	D Series Misc.	E & G Series Exhibits/ Admin Forms
Conventional Construction	8	24	3		
Construction Manager/Adv	6	2	1		9
Construction Manager/Const	4				
Design-Build	3	2	1		1
Digital Practice Documents			1		2
Integrated Project Delivery	2	1	4		
Interiors	3	2			
International		2			
Small Projects	1	1			
Contract Admin/Management	3	1		2	28

AIA documents are available in three formats

Software



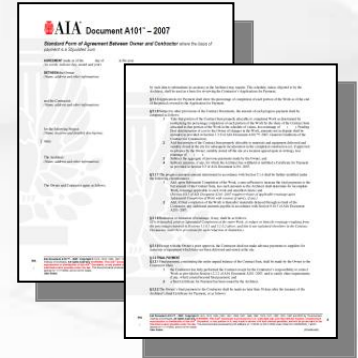
- ✓ Purchase unlimited access or a limited license
- ✓ Fill in blanks and/or edit content electronically
- ✓ Share/review docs via e-mail

Documents on Demand (PDF)



- ✓ Purchase single PDF a-la-carte (on demand)
- ✓ Fill in blanks electronically or by hand
- ✓ Can review but not track edits

Paper



- ✓ Purchase single paper docs a-la-carte
- ✓ Fill in blanks by hand
- ✓ No easy way to edit

How we sell

Software



80% Online



20% Phone



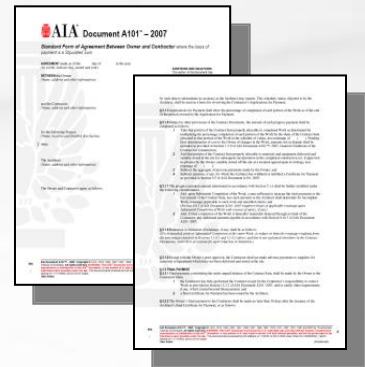
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Docs on Demand and paper format are sold as individual documents

AIA Documents-on Demand (PDF)



Available at

<http://documentsondemand.aia.org/>

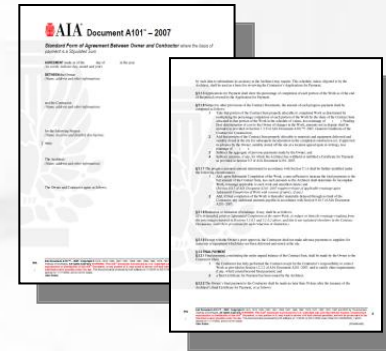
Selection

106 documents

Pricing

\$6.95 – \$21.95

Paper



Available at

AIA Distributors

Selection

Most of library

Pricing

\$6.00 – \$28.00

Software is available through annual limited and unlimited licenses



Annual Limited

- ✓ Access to all AIA documents
- ✓ Documents assigned DU value
- ✓ Docs100 (members) and Docs300 license limit how many documents finalized
- ✓ License expires once Dus are used or year elapses

Annual Unlimited Single Seat

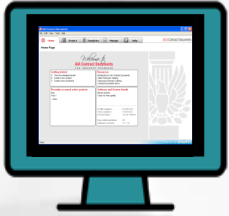
- ✓ Access to all AIA documents
- ✓ Finalize unlimited number of documents
- ✓ Software can be installed on one PC only
- ✓ Subscription expires after one calendar year

Annual Unlimited Multi-Seat

- ✓ All benefits of single-seat license
- ✓ Come in 5, 10, 20, 30, 40, 50 seat increments

AIA products for smaller-sized firms

Software



Products

Pricing (Member/Non-member)

Good Choice

- Docs 100 – Full Library
- Docs 300 – Full Library
- Single Unlimited – Full

\$199/NA
\$309/\$489
\$699/\$999

- ✓ 1–3 Projects/yr + PC users
- ✓ 4–8 Projects/yr + PC users
- ✓ 8+ Projects/yr + PC users

Docs-on-Demand



- 106 documents from library, available individually

\$6.95 – \$21.95

- ✓ 1–8 Projects/yr + Mac or PC

Paper



- Most of 104 docs in library available
- Individually and forms

\$6.00 – \$28.00

- ✓ 1–4 Projects/year
- ✓ Very small projects

How it Works

AIA Contract Documents

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Documents [Last Accessed](#)

- B727-1988 - Working Draft - 001 3/2/2012 8:42 AM
- A141-2004 - Working Draft - 001 2/28/2012 12:48 PM
- B201ExhibitA-2007 - Working Draft - 001 2/11/2012 4:47 PM

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Owners Lodge Retrofit - New Giants Stadium

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- A101-2007 - Final - 001(2) 11/15/2011 10:16 AM
- A105-2007 - Final - 002(2) 11/15/2011 10:14 AM
- G701-2001 - Final - 010(1) 11/15/2011 10:13 AM

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- A101-2007 - Final - 001(4) 11/15/2011 10:10 AM
- A101-2007 - Working Draft - General electric Comments 11/15/2011 9:52 AM
- A232-2009 - Final - 001(2) 11/15/2011 9:52 AM

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Template No.	Name
B727-1988	Owner/Architect Agreement - Special Services
B201-2007 Exhibit A	Architect's Services: Design and Construction Contract Administration, Ex. A: Initial Information
A101-2007	Owner/Contractor Agreement - Stipulated Sum
B101-2007	B101-2007 SP Grundstad test
G737-2009	Summary of Contractors' Applications for Payment, CMA Edition

Getting Started / Resources

- View Tutorial
- Create a project
- Create a document
- View reference material

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