How to organise contract information on your desktop

3.0 Drawings
3.1 Architectural
3.2 Structural
3.3 Mechanical
3.4 Electrical

3.1 Architectural

3.2 Structural

3.3 Mechanical

3.4 Electrical

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3.0 Drawings
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Clearly labled folders

2.0 Employer's Requirements
2.1 Preliminaries and general conditions
2.2 NBS specification
2.3 Appendices

2.1 Preliminaries and general conditions

2.2 NBS specification

2.3 Appendices

1.0 Enquiry letter

Main headings for contractor pricing of tender:
- Drawings;
- Specifications;
- Reports
- Bills;
- Supplementary information.

Source: RICS