

As a service to our customers, BuildTopia can provide custom reports, on an as-requested basis. Creating a custom enhanced report allows you, the customer, to define the exact data you would like in the report, as well as the presentation (or formatting) of the data in the report. To request a custom enhanced report, complete each of the following steps.

- ❶ Complete the information listed in the request form below.
- ❷ Draft a mock-up of the enhanced report. This should be detailed enough to provide the BuildTopia staff with information on all data that should be included in the report, as well as your desired layout/format. A greater level of detail allows the BuildTopia staff to meet your needs and expectations.
- ❸ Email the completed form, along with your detailed mock-up report, to BTSupport (support@buildtopia.com).

Upon receipt of your email, the BuildTopia team will take the following actions.

- ❶ The BTSupport team will email you with the associated case number and a point-of-contact regarding your report request.
- ❷ A member of BuildTopia's professional services team will review your custom enhanced report request.
- ❸ BuildTopia will draft and distribute a cost-estimate proposal to you for your review and approval. Please print, sign and date the proposal, then fax that back to your BuildTopia point-of-contact's attention. *Note: BuildTopia will not begin work on your requested report until we have received your signed approval of our proposal.*
- ❹ Upon receipt of your signed approval, BuildTopia will create your custom enhanced report, delivering it to you within 5 to 7 business days.

Report Information

Company Name			
Company Contact			
(Suggested) Report Name			
Data Type (Select One Only)	<input type="checkbox"/> Admin <input type="checkbox"/> BService <input type="checkbox"/> Bidding & Contracting	<input type="checkbox"/> People <input type="checkbox"/> Project <input type="checkbox"/> Purchasing	<input type="checkbox"/> Sales <input type="checkbox"/> Scheduling
Report Requirements	Specify your exact requirements for the requested report. <i>Example: Create a lot status report that captures the fields specified in the mock-up below. This is an administrative level report. I want to run this report by specifying either a single project or all projects.</i>		
Report Parameter(s)	Indicate any and all fields that will be used in the report as <u>filters</u> to generate the report (e.g., project; unit type; date range). In addition, specify any <u>rules</u> that should be used in creating the report (e.g., all lots that are released for sale and SPEC; all open service orders). <i>Note: This is permanent, non-filterable information.</i>		
Workflow	Indicate any calculations or summaries that need to be reflected from the pulled data.		
Header/Footer	Print the header on every page <input type="checkbox"/> Print the footer on every page <input type="checkbox"/>		

For BuildTopia purposes only.

Case Number	
BuildTopia Contact	