

Services for the  
**DESIGN-BUILD  
INDUSTRY**



## What makes Avalon different:

- Hyper-responsive team with a whatever-it-takes mentality
- SOC 2 Type 1 and HIPAA-compliant vendor
- One company to solve many challenges
- Direct access to subject matter experts
- 92 Net Promoter Score (NPS) based on 4,000+ responses
- Partner to multiple Fortune 500 companies:  
By making a lasting impact on their foundational business practices, we allow them to actively focus on their goals

Focus on creating the buildings and infrastructure you envision by shifting a variety of business services – such as large document production, imaging & scanning, bid distribution, and managed office services – to the experts at Avalon. Our hyper-responsive team will build strategic, customized solutions and provide unwavering support to help overcome your challenges, amplify your capabilities, and ultimately, achieve your goals.

## Large Document Production

Your team spends an incredible amount of time and energy on your designs. Ensure they reflect your best efforts by entrusting them to Avalon's printing experts. Our detailed quality control procedures ensure that your blueprints, plans, and specs are flawless, and our proactive document specialists are driven to deliver your projects on time and on budget. We confirm that each drawing listed in the table of contents is accounted for and each division referenced is included in the package; then, provide you with a list of any missing or extra drawings or divisions. For printing as crisp and precise as your design solutions, you can rely on Avalon for all your large format document needs.

## Document Scanning

Transform your firm's most important physical documents into an organized digital library, which gives your team the ability to quickly search crucial documents, from anywhere, at any time. Our scanning services also offer quick and reliable digitization of large-format drawings, which can be indexed by preference when mapping out a migration plan to meet privacy, retention, and deadline requirements.

## Online Planroom

Explore a better way to manage bid distribution with Avalon's online Planroom. Within this hosted environment, you can leverage various tools and services – to initiate bid projects, securely upload plans, and communicate updates to minimize

errors – all designed to improve collaboration and visibility into your construction endeavors.

Users can easily search through various platforms for key documents, addendums, and bid deadlines across a variety of ongoing projects. You'll stay informed of job activity by viewing the list of subcontractors. And you can provide subcontractors with a single view to download or order hard copy sets with ease.

The sealed electronic bidding feature, which is free of cost for all municipalities and public entities, allows bidders to securely submit their bids – which remain locked and private until the bid date – via the Avalon Planroom portal. When the bid date arrives, you and your team can easily download and open the bid files and award the winning bids within the portal.

## Managed Office Services

Your business needs are unique, which is why you deserve a dedicated in-house team of managed office services (MOS) experts who understand your organization inside and out. Avalon will perform a detailed audit of your current systems, processes, volumes, and expenses, then customize back-office solutions, recommend and install equipment and software, and place people in your office to help ensure daily operations run seamlessly.

Our MOS team can handle tasks like:

- Document center management & staffing
- Receptionist services
- Records management
- Courier services

To learn more about how Avalon can save you time and money through our range of strategic business services, please contact:

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