



**Kisent
Corporation**

Time Saving Innovative Products & Service

www.kisent.com



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Kisent's Project Setup and Input Service



*** This service provided by Kisent Corporation will setup your project and input your data into a Kisent System template. This service will **NOT** perform any drawing review, quantity take off, quantity survey, market analysis, pricing inquiries or verifications. This is provided as a service for the Kisent System software and not as an independent consultant for project cost or evaluation.

Kisent Setup & Data Input Instructions

1. To start you should download / review the sample report for the project template you will use. This will provide you with a comprehensive understanding of the report you will receive.
2. Fill out the project form with as much information as you can provide.
3. Attach any additional files that you want Kisent Corporation to review for information regarding this project.
4. Explain any alternates, departments, groups, areas, etc. that you need broken out (separated).
5. Attach any images (JPEG, GIF, TIF, etc.) that you want to use for the submittal cover or project directory.
6. Email the information to service@kisent.com.
7. A service representative from Kisent Corporation will review the information and contact you to establish an agreement to proceed, or for any additional information that may be required.
8. When Kisent Corporation has completed the data entry you will receive both an Adobe pdf and an Excel file of your project. If you have a registered license of the Kisent System you will also receive a zip file with all of the files from the Kisent System software.
9. Review the reports and email any Request For Revisions (RFR) to the Kisent Service Department. We will review your request and contact you.

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