

DOCUMENT: REGISTRATION NO.:

To download your CCDC contracts or guide:

1. Go to the website www.ccdc.org
2. Select CCDC electronic documents
3. Select CCDC documents download section
4. Then select which document you want to download (be sure to match correctly the same one you have purchased or the registration number will not correspond i.e. if you have purchased the Complete set of Contracts & Guides you have to select the Complete set of Contracts & Guides)

Adobe Acrobat Reader is needed to work with the documents.

The documents will **not** function correctly with version 3.x of Adobe Acrobat Reader. Please make sure you have at least version 4.x of Adobe Acrobat Reader. You can check which version you have by clicking on "Help" on the menu bar and then selecting "About Acrobat Reader". A number should be displayed at the top left corner of the information window. If it is version 3 or lower please download the current version of the Reader. It can be downloaded from the following link – www.adobe.com

A Copyright Seal must be affixed on all CCDC documents to be executed printed from an electronic version. For example, if there are 3 executed copies, such as one each for the contractor, the owner and the consultant, each copy must have a Copyright Seal. A printed electronic CCDC Document with a Copyright Seal is the equivalent to an original CCDC hard-copy document. The use of a Copyright Seal is intended to demonstrate that the CCDC Document is authentic, accurate and unamended with the exception only of additions or modifications set forth in supplementary conditions. A Copyright Seal's application is a representation that the document has not been changed from its original form. Therefore the parties only need to pay particular attention to the filled-in blanks and the supplementary conditions. The use of an electronically generated CCDC Document not containing a Copyright Seal constitutes an infringement of copyright. An electronic document should be signed only if the document's front page has a Copyright Seal. All CCDC documents and authorization seals are available from your local document outlet.

It is important that you register with us in order to be informed of any changes or updates.

**Please note that you cannot save the documents using
Adobe Acrobat Reader.**

Please visit our website for more information.