

Aia Documents G702 And G703

AIA Documents G702 and G703 are essential forms widely used in the construction industry for documenting and managing project payments and progress. These standardized documents, developed by the American Institute of Architects (AIA), facilitate clear communication between contractors, owners, and project managers, ensuring transparency and efficiency throughout the construction process. Understanding the purpose, structure, and proper utilization of G702 and G703 is crucial for all stakeholders involved in construction projects.

Overview of AIA Documents G702 and G703

What Are AIA Documents G702 and G703?

AIA Document G702, titled "Application and Certificate for Payment," is a standardized form used by contractors to request payment for work completed on a construction project. It serves as a formal application for progress payments and provides the owner and architect with a detailed account of the work performed and the amount due. Complementing G702 is G703, known as the "Continuation Sheet." This form offers a detailed breakdown of the work summarized in G702, including line-item costs, quantities, and retainage details. Together, these documents streamline the payment process, ensuring all parties have a clear understanding of the financial status of the project.

The Importance of G702 and G703 in Construction Projects

Using these documents ensures:

- Transparency: Clear documentation of work completed and payments due.
- Consistency: Standardized format reduces confusion and errors.
- Record Keeping: Maintains an organized record of payment requests and approvals.
- Legal Protection: Serves as contractual evidence in disputes regarding payments or work scope.
- Progress Tracking: Facilitates ongoing monitoring of project milestones and financial health.

Detailed Breakdown of G702 and G703

Structure and Content of G702

The G702 form is structured into several sections, including:

- Project Information: Details such as project name, owner, contractor, and architect.
- Application Number and Date: Indicates the payment cycle or application number.
- Contract Sum and Previous Payments: Shows the original contract amount and previous payments made.
- Work Completed to Date: Specifies the value of work completed since the last payment.
- Current Payment Requested: The amount the contractor requests for this payment period.
- Retainage: The portion of payment withheld as retainage, typically a percentage of the work value.
- Total Earned: Total amount earned by the contractor to date, including previous and current payments.
- Certification: Signatures from the contractor and architect, certifying the accuracy of the information.

Structure and Content of G703

The G703 continuation sheet provides detailed line-item data, including:

- Item Number: Sequential numbering for each work item or category.
- Description of Work: Brief description of the work or scope.
- Scheduled Value: The budgeted amount for each line item.
- Work Completed: Quantity and percentage of work completed.
- Materials Stored: Value of stored materials on-site.
- Previous Certifications: Payments previously

certified for each item. - Current Certification: Amount now being certified for each item. - Balance to Finish: Remaining value to complete each line item. This detailed breakdown allows for precise tracking of progress and financials across different parts of the project.

How to Properly Use G702 and G703

Preparation and Submission

Contractors should prepare G702 and G703 meticulously, ensuring all data is accurate and reflects the current state of work. The process typically involves: - Updating the Breakdown: Reflect progress, costs, and quantities accurately on G703. - Calculating Payment: Sum the certified amounts from G703 to determine the total for each line item. - Completing G702: Summarize the totals and certify the payment request. - Securing Signatures: Obtain signatures from the contractor and architect to validate the documents. - Submitting for Approval: Submit the documents to the owner or project manager for review and approval.

Review and Certification Process

Once submitted: - The architect reviews the documents to verify the work completed aligns with contract specifications. - The owner reviews and approves the payment request. - Any discrepancies or disputes are addressed before certification. - Upon approval, the owner processes the payment as per the certified amount.

Best Practices for Using G702 and G703

1. **Maintain Detailed Records:** Keep comprehensive records of work progress, change orders, and material storage to support certification claims.
2. **Ensure Accuracy:** Double-check all calculations, descriptions, and quantities before submission.
3. **Follow Schedule:** Submit payment applications promptly according to the project timeline.
4. **Align with Contract Terms:** Adhere to the payment schedule, retainage terms, and other contractual obligations.
5. **Communicate Clearly:** Clarify any discrepancies or issues with architects and owners promptly.

Common Challenges and How to Address Them

Disputes Over Work Progress

Disagreements regarding the scope or completion status of work can delay payments. To mitigate: - Use detailed line-item descriptions on G703. - Attach supporting documentation such as photographs or inspection reports. - Maintain transparent communication with stakeholders.

Retainage Conflicts

Retainage withholding can cause cash flow issues. Clear understanding of contract terms and timely certification can prevent disputes.

Errors in Documentation

Inaccurate forms can lead to delays or legal issues. Regular reviews and cross-verification of data help ensure correctness.

Conclusion

AIA Documents G702 and G703 are vital tools in the construction industry, streamlining the payment process and promoting transparency. Proper understanding and diligent application of these forms facilitate smooth project management, foster trust among stakeholders, and support legal and financial clarity. Whether you're a contractor, architect, or owner, mastering the use of G702 and G703 will significantly enhance your project's financial administration and overall success.

AIA Documents G702 and G703: An In-Depth Review of Construction Payment Applications and Certification

The construction industry relies heavily on standardized forms and documents to facilitate clear communication, legal compliance, and efficient project management. Among the most pivotal of these are the American Institute of Architects (AIA) documents G702 and G703, which together form a comprehensive framework for processing payments on construction projects. These documents serve as vital tools for contractors, owners, and architects alike, ensuring transparency, accountability, and smooth financial transactions throughout the lifespan of a project. In this article, we will delve into the origins, structure, and significance of AIA Documents G702 and G703. We will analyze their roles within the broader context of construction project management, explore key features and provisions, and assess their practical implications for stakeholders. By providing a detailed, analytical perspective, this discussion aims to elucidate how these documents underpin the financial integrity of construction projects and contribute to successful project delivery.

Understanding the Origins and Purpose of AIA G702 and G703

The Genesis of AIA Payment Documents

The American Institute of Architects (AIA) has long been a leader in developing standardized contract and form templates to streamline construction processes. Recognizing the need for a clear, consistent method for requesting and certifying progress payments, the AIA introduced the G702 and G703 forms as part of its suite of construction documents. These forms were designed to simplify the complex process of payment applications, ensure compliance with contractual obligations, and foster transparency between project parties. Originally developed in the mid-20th century, these documents have evolved over decades to adapt to changing industry standards, legal requirements, and technological advancements. Their widespread adoption underscores their effectiveness in facilitating equitable and efficient financial transactions within construction projects.

The Core Purpose of G702 and G703

The primary purpose of the G702 and G703 forms is twofold: 1. To serve as a formal request for payment—allowing contractors to document the value of work completed or materials supplied at a specific point in time. 2. To provide certification and verification—enabling the architect or designated certifier to confirm that the work claimed aligns with contractual and project-specific standards, thereby authorizing payment. Together, these forms act as a contractual and procedural bridge between contractors seeking compensation and owners or lenders who need assurance that payments are justified and properly documented.

Detailed Structure and Components of G702 and G703

AIA Document G702: The Application for Payment

G702 functions primarily as a standardized cover sheet or summary sheet that consolidates the payment request. Its key features include: - Project and Contract Information: Details such as project name, location, owner, contractor, and architect. - Payment Request Number: Sequential numbering to track progress payments. - Summary of Previous Payments: Records of prior payments made, including amounts received and retainage. - Current Payment Request: The amount being claimed for work completed or materials supplied during the current period. - Retainage and Deductions: Items withheld as retainage or deductions for issues such as damages or incomplete work. - Total Amount Due: The sum payable upon approval, including the current and previous payments, minus deductions. G702 is designed for simplicity and clarity, providing a snapshot of the payment request's status and facilitating quick review and approval.

AIA Document G703: The Continuation Sheet

G703 complements G702 by providing detailed, line-item information about the work performed and materials supplied. Its structure includes: - Line-Item Breakdown: Each line corresponds to a specific work item or task, with associated costs. - Description of Work or Materials: Clear description to avoid ambiguity. - Scheduled Value: The contractual value allocated to each line item. - Work Completed or Materials Supplied: The percentage or amount of work completed for each item. - Previous Payments: Amounts previously paid for each line item. - Current Payment: The amount being claimed for each line item in this payment request. - Remaining Balance: The amount remaining for each line, after payments made. G703 enables detailed tracking of work progress and facilitates transparency, allowing all parties to verify the accuracy of payment requests against actual work performed.

Roles and Responsibilities of Stakeholders

Contractors: Preparing and Submitting G702 and G703

Contractors are responsible for accurately filling out G703 with detailed descriptions, costs, and work statuses. They must ensure that the line items reflect actual progress and that the totals align with their internal records. The application must be submitted with supporting documentation such as schedules, change orders, and lien waivers, which substantiate the claim.

Architects: Certifying the Payment Applications

Architects or designated certifiers review G702 and G703 submissions to verify that work claimed is completed as per contract documents, quality standards, and schedule. Their certification, often via signature and date on G702, signifies approval of the payment request. This step acts as a safeguard, preventing unwarranted or inflated payments.

Owners: Approving Payments and Managing Cash Flow

Owners rely on the architect's certification to authorize disbursements. They must ensure that the funds are allocated properly, retain appropriate retainage, and monitor overall project cash flow to prevent overpayment or delays.

Legal and Contractual Significance of G702 and G703

Standardization and Legal Clarity

The use of standardized forms like G702 and G703 reduces ambiguity and potential disputes over payment claims. Their consistent structure ensures that all parties understand the scope of work, the amount requested, and the basis for certification. This clarity is crucial in legal contexts, especially if disagreements lead to arbitration or litigation.

Alignment with Contract Terms

These documents are typically incorporated into the main construction contract or subcontract agreements. They help enforce contractual provisions related to progress payments, retainage, change orders, and final completion procedures.

Facilitating Compliance and Audit Trails

Accurate completion and submission of G702 and G703 create an audit trail that can be used for financial reconciliation, dispute resolution, and project documentation. They also serve as evidence in lien proceedings or warranty claims.

Practical Implications and Industry Considerations

Efficiency and Workflow Optimization

The structured approach of G702 and G703 streamlines the payment process, allowing quick review, approval, and disbursement. This efficiency benefits all stakeholders by reducing delays and administrative overhead.

Risk Management and Financial Control

Proper use of these forms helps identify discrepancies early, enabling contractors to address issues before they escalate. For owners, they help ensure that payments are commensurate with actual progress, reducing financial exposure.

Technological Integration and Future Trends

While traditionally paper-based, electronic versions of G702 and G703 are increasingly common, integrated into project management software. This shift enhances real-time tracking, reduces errors, and facilitates remote collaboration.

Challenges and Limitations

Despite their advantages, G702 and G703 are not without limitations:

- Potential for Errors or Misrepresentation: Inaccurate line items or inflated claims can occur if not carefully verified.
- Dependence on Accurate Documentation: The forms rely on truthful reporting and supporting documentation, which can be manipulated.
- Legal Variability: While standardized, local laws or project-specific modifications can alter their applicability or interpretation.
- Training and Familiarity: Stakeholders unfamiliar with the forms may misinterpret or misuse them, leading to disputes.

Conclusion: The Essential Role of G702 and G703 in Construction Finance

AIA Documents G702 and G703 stand as foundational tools in the orchestration of construction project payments. Their structured, standardized approach facilitates transparency, accountability, and efficiency—cornerstones of successful project management. By providing a clear framework for requesting, certifying, and verifying payments, these documents help mitigate disputes, ensure legal compliance, and promote financial integrity. As the construction industry continues to evolve with technological advancements and increased emphasis on transparency, the relevance of these forms remains undiminished. Proper understanding and diligent application of G702 and G703 are essential for contractors, architects, owners, and lenders committed to smooth project execution and financial stewardship. In sum, these documents exemplify how standardized procedures can underpin complex contractual relationships, fostering trust and collaboration across all project stakeholders. Their ongoing utility affirms their position as indispensable components of modern construction finance management.

For many readers, encountering **Aia Documents G702 And G703** is not always a planned event. Sometimes it begins with a question, a task, or a moment of curiosity that appears unexpectedly. Having the ability to access the material immediately changes how that curiosity is handled.

Instead of postponing learning, readers can respond in the moment. A single chapter may answer a pressing question, while another section sparks ideas that unfold gradually. This immediacy strengthens the connection between curiosity and understanding.

Reading no longer feels like a formal activity that requires preparation. It blends naturally into daily life—during quiet mornings, between responsibilities, or at the end of a long day. This flexibility encourages consistency without forcing rigid routines.

The structure of PDF books supports this rhythm well. Pages remain familiar each time they are opened. Headings guide attention, and visual elements help anchor ideas. Over time, readers develop an intuitive sense of where information is located.

Annotation tools turn reading into dialogue. Notes capture reactions, disagreements, and insights that emerge during reflection. These personal markers make returning to the text more meaningful, as the reader encounters their own evolving perspective.

Search functions simplify complex exploration. Instead of rereading entire sections, readers can locate specific ideas efficiently. This practical advantage makes the book useful beyond initial reading, especially for reference and revision.

Trustworthy sources matter. Platforms that prioritize legality and accuracy create confidence in the material. Readers can focus fully on understanding without questioning reliability or safety.

Access without excessive cost opens doors. When financial pressure is removed, exploration becomes more adventurous. Readers feel free to explore unfamiliar topics, knowing that curiosity does not come with unnecessary risk.

Students benefit from this freedom. Learning extends beyond classrooms and deadlines. Concepts can be revisited calmly, reinforced through repetition, and connected across subjects without urgency.

Professionals approach **Aia Documents G702 And G703** with a different lens. They seek relevance, clarity, and applicability. Being able to return to specific sections when challenges arise turns reading into a practical

resource rather than a one-time activity.

Personal growth often happens quietly. Reading becomes a companion rather than an obligation. Ideas settle gradually, influencing thinking and decision-making over time.

Accessibility features ensure broader participation. Adjustable displays and supportive reading tools help accommodate different needs, allowing more readers to engage comfortably.

Organization enhances continuity. Files remain available, categorized, and easy to retrieve. Progress is never lost, even when reading is paused for weeks or months.

The global nature of access adds another layer. Readers across different cultures encounter the same material, often interpreting it through unique experiences. This shared access strengthens collective understanding.

Revisiting familiar passages often reveals new insights. What once felt complex may later feel clear. Growth becomes visible through repeated engagement rather than rushed completion.

With **Aia Documents G702 And G703** readily available, learning becomes less about finishing and more about returning. The book remains present, patient, and ready whenever attention shifts back.

This steady availability encourages a calmer relationship with knowledge. There is no pressure to absorb everything at once. Understanding unfolds naturally, shaped by time and reflection.

In this way, reading becomes less transactional and more personal. The value lies not only in information gained, but in the habit of thoughtful engagement that develops along the way.

Questions & Answers About aia documents g702 and g703

No	Question	Answer
1	What are AIA Documents G702 and G703 used for in construction projects?	AIA Documents G702 and G703 are used together to submit and process payment applications. G702 is the Application for Payment form, and G703 is the Continuation Sheet that itemizes the schedule of values for the work.
2	How do G702 and G703 work together during the payment process?	Contractors use G702 to formally request progress payments, while G703 provides a detailed breakdown of the work performed and its associated costs, ensuring transparency and proper documentation for payment approval.
3	Are G702 and G703 still relevant in modern construction contracts?	Yes, G702 and G703 remain widely used in the industry for payment applications, especially in projects adhering to AIA contract documents, facilitating standardization and clarity in payment procedures.
4	Can G702 and G703 be customized for specific project needs?	While these forms are standardized, they can be customized to suit specific project requirements or contractual agreements, but such modifications should maintain compliance with AIA guidelines.
5	What information is typically included in the G703 continuation sheet?	G703 details the schedule of values, including descriptions of work, contract quantities, unit prices, and the amount claimed for each work item, providing a clear breakdown of the payment request.

6	How does the use of G702 and G703 impact cash flow management on a construction project?	Using these documents streamlines the payment process, helps track progress accurately, and ensures timely payments, thereby improving cash flow management for contractors and owners.
7	Are there digital versions of G702 and G703 available for electronic submissions?	Yes, digital and fillable versions of G702 and G703 are available, allowing for electronic submission and record-keeping, which enhances efficiency and reduces paperwork.
8	What are common mistakes to avoid when filling out G702 and G703?	Common mistakes include incorrect or inconsistent amounts, missing signatures, incomplete descriptions, and inaccurate schedule of values, all of which can delay payment processing.
9	How do G702 and G703 relate to the overall project payment cycle?	They are integral to the payment cycle, serving as the formal request (G702) and detailed breakdown (G703) that facilitate approval, release of funds, and project financial tracking throughout the construction process.

AIA documents, G702, G703, construction payment applications, payment certification, project billing, contract documents, progress payments, construction invoicing, payment schedule, construction contract forms

Aia Documents G702 And G703 eBook Resource

Aia Documents G702 And G703 eBooks provide structured digital knowledge.

Core Discussion

Digital books help readers maintain productivity.

Practical Use

Aia Documents G702 And G703 eBooks support consistent study routines.

Conclusion

Digital reading improves access to information.

Ultimately, Aia Documents G702 And G703 eBooks provide a stable, structured, and enduring approach to knowledge preservation and learning.

Ultimately, Aia Documents G702 And G703 eBooks represent an efficient, scalable, and sustainable approach to continuous learning.

Focused presentation improves engagement and comprehension.

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Aia Documents G702 And G703 eBooks offer a practical solution for learners seeking depth without overwhelming complexity.

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This integration allows learners to connect reading materials with broader knowledge management practices.

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Aia Documents G702 And G703 eBooks balance depth and clarity, making complex topics easier to understand.

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Repetition strengthens understanding.

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One key advantage of Aia Documents G702 And G703 eBooks is their ability to integrate seamlessly into digital lifestyles.

Device flexibility allows seamless transitions between work, travel, and study contexts.

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By centralizing knowledge, Aia Documents G702 And G703 eBooks reduce the need to search across multiple fragmented resources.

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Accessibility across age groups and experience levels enhances inclusivity.

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This long-term usability makes Aia Documents G702 And G703 eBooks suitable for repeated consultation.

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Aia Documents G702 And G703 eBooks align with modern expectations for speed, accessibility, and usability.

Aia Documents G702 And G703 eBooks allow readers to highlight, annotate, and save important sections, improving retention and long-term understanding.

Compatibility Tips

Compatibility is a crucial factor when accessing and using Aia Documents G702 And G703 in digital form. Ensuring that your device and software support the file format helps prevent reading issues, formatting errors, or loss of functionality. Fortunately, most modern devices are designed to handle common digital document formats with ease.

PDF is the most universally supported format for Aia Documents G702 And G703. Almost all computers, tablets, and smartphones can open PDF files using built-in viewers or free applications. This universal compatibility makes PDF an ideal choice for users who access content across multiple devices or operating systems. PDFs also preserve layout and formatting, ensuring a consistent reading experience regardless of screen size.

ePub formats offer greater flexibility in text layout, allowing font size, spacing, and margins to adapt to different screens. However, ePub files may require specific readers or applications, especially on desktop computers. Many mobile devices and eReaders support ePub natively, while others may need additional software. Before downloading Aia Documents G702 And G703 in ePub format, it is advisable to confirm reader compatibility to avoid conversion issues.

Audiobook formats provide an alternative way to consume Aia Documents G702 And G703, particularly for users who prefer listening over reading. Audiobooks can usually be played on standard media applications available on smartphones, tablets, and computers. Ensuring that the audio format is supported by your device guarantees smooth playback and uninterrupted listening sessions.

Keeping reading applications and operating systems up to date improves compatibility. Updates often include bug fixes, performance improvements, and support for newer file standards. Regular maintenance ensures that Aia Documents G702 And G703 files open correctly and that advanced features such as annotations or interactive elements function as intended.

Optimizing compatibility across devices

For users who switch between multiple devices, synchronizing reading apps and cloud accounts enhances compatibility. Progress, bookmarks, and annotations can be shared seamlessly, creating a consistent experience. Choosing widely supported formats and reliable reading software reduces technical friction and improves long-term usability.

Security Tips

Security is an essential consideration when downloading and managing Aia Documents G702 And G703 files. Digital documents obtained from unreliable sources may pose risks such as malware, corrupted files, or unauthorized content. Prioritizing security protects both your devices and personal data.

Avoiding pirated files is one of the most effective security measures. Unauthorized copies often lack quality control and may contain hidden threats. Legal and reputable sources provide verified files that are safe to

download and use. Respecting copyright also supports creators and publishers, contributing to a sustainable content ecosystem.

Before downloading Aia Documents G702 And G703, users should verify the credibility of the source. Official publishers, academic libraries, and well-known platforms typically provide secure downloads. Checking website reputation, reading user reviews, and confirming licensing information help reduce risks.

Using antivirus or security software adds an additional layer of protection. Scanning downloaded files ensures that potential threats are detected early. Many modern security tools operate in real time, monitoring downloads and alerting users to suspicious activity. Keeping antivirus software updated enhances effectiveness against emerging threats.

Safe handling of digital documents

In addition to secure downloading, safe handling practices further reduce risk. Avoid enabling macros or scripts in PDF files unless necessary and trusted. Be cautious with files that request excessive permissions or prompt unexpected actions. These precautions help maintain device integrity and user privacy.

File Management

Effective file management ensures that your collection of Aia Documents G702 And G703 remains organized, accessible, and easy to maintain. As digital libraries grow, poor organization can lead to confusion, duplicate files, and wasted time searching for documents.

Clear and consistent file naming is a fundamental aspect of file management. Including key details such as title, author, edition, or date in file names helps identify documents quickly. Consistency across all Aia Documents G702 And G703 files prevents ambiguity and simplifies retrieval.

Using folders organized by topic, volume, subject, or date further improves clarity. For example, academic users may categorize files by course or discipline, while personal users may organize by interest or purpose. Logical folder structures make navigation intuitive and scalable as collections expand.

Tagging and labeling provide additional organizational flexibility. Many operating systems and cloud platforms support tags that allow files to be grouped across multiple categories. A single Aia Documents G702 And G703 document can be tagged as reference, study material, or important, enabling faster searches without duplicating files.

Version control is particularly important when managing multiple editions or updates. Maintaining clear version identifiers prevents accidental use of outdated content. Archiving older versions separately ensures historical reference while keeping current materials easily accessible.

Maintaining an efficient digital library

Regularly reviewing and cleaning your library helps maintain efficiency. Removing obsolete files, merging duplicates, and updating folder structures keep your Aia Documents G702 And G703 collection streamlined. Periodic maintenance ensures that file management systems remain effective over time.

Archiving

Archiving Aia Documents G702 And G703 files ensures long-term access and protects valuable information from loss. Digital documents can be vulnerable to accidental deletion, hardware failure, or software issues. Implementing reliable archiving strategies safeguards your collection for future use.

Cloud storage is a popular archiving solution due to its accessibility and automatic backup features. Storing Aia Documents G702 And G703 files in reputable cloud services allows access from multiple devices while reducing the risk of data loss. Many platforms offer version history, enabling recovery of previous file states if

needed.

External drives provide an additional layer of security for archiving. Storing backup copies on external hard drives or USB devices protects against cloud service disruptions or account issues. Keeping these drives in secure locations further enhances data protection.

A comprehensive archiving strategy often combines cloud and physical backups. Redundant storage ensures that Aia Documents G702 And G703 remains accessible even if one storage method fails. Periodic verification of backup integrity confirms that archived files remain readable and complete.

Best practices for long-term archiving

- Use widely supported file formats such as PDF for longevity.
- Label archived files clearly with dates and version information.
- Maintain multiple backup locations.
- Review archives periodically to ensure accessibility.
- Update storage media as technology evolves.

Future-proofing your Aia Documents G702 And G703 collection

Technology evolves over time, and file formats or storage methods may change. Choosing standard formats, maintaining backups, and staying informed about digital preservation practices help future-proof your Aia Documents G702 And G703 collection. These steps ensure that documents remain usable and accessible for years to come.

Final thoughts on compatibility, security, and archiving

Managing Aia Documents G702 And G703 effectively requires attention to compatibility, security, file organization, and archiving. By ensuring device support, downloading from trusted sources, organizing files systematically, and maintaining reliable backups, users can protect their digital libraries and maximize long-term value. These best practices create a safe, efficient, and sustainable environment for accessing and preserving Aia Documents G702 And G703 in the digital age.