

Compliance and Best Practices

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1. AIA Form Standards

- SedonaOffice generates forms that comply with AIA standards.
- Do not modify the form structure or layout.
- Ensure all required fields are completed.

2. Architect Certification

- The architect/engineer must certify the application per your contract.
- Submit forms to the architect for review and signature.
- Do not alter forms after architect certification.

3. Owner Approval

- Follow your contract requirements for owner approval.
 - Obtain necessary signatures before expecting payment.
 - Maintain records of all approvals.
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