

Michael E. Purdy Associates
6 hour Training Workshop in Vancouver, WA



Writing Effective Technical Specifications

Wednesday, March 3, 2010
9:00 a.m. – 4:00 p.m.



Mike Purdy

Class Description: Well-written technical specifications can make a difference in the success of a public works project, and are especially important in the event of contract disputes. Whether you write specifications or review specs prepared by others, this hands-on, interactive class will cover key principles to consider in writing and reviewing technical specifications.

Agenda:

- State Law Requires Specifications
- Why Good Specifications Are Important
- Tips in Writing Specifications
- Tips of What NOT to Write
- Sources of Specification Language
- Types of Specifications
- Interpretation on Specifications
- Warranties
- Tools for Obtaining Qualified Contractors and Subcontractors

Register Now!
Class Limited to 35 Students

<u>Where:</u> Educational Service District 112 Conference and Institute Center 2500 NE 65 th Avenue Vancouver, WA 98661	<u>Register by March 2, 2010</u> <ul style="list-style-type: none">• Online at http://mpurdyvancouver.eventbrite.com• <u>Or</u> fill out attached registration form
<u>Cost:</u> <ul style="list-style-type: none">• \$100 if by Feb. 22, 2010• \$125 after Feb. 22, 2010	<u>Questions:</u> <ul style="list-style-type: none">• Call: (206) 295-1464• E-mail: mpurdy@mpurdy.com
<u>Attendee List:</u> Visit http://www.mpurdy.com/vancouverlist.pdf for a list of who has registered.	

Public Contracting Advice
Strategies | Solutions | Training
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Registration Form

Use this form only if paying by check

(Visit <http://mpurdyvancouver.eventbrite.com> if paying by credit card)



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Basic Information	
Name:	Position Title:
E-mail Address:	Phone Number:
Agency's Name:	Agency's Address:

Registration Fee		
<input type="checkbox"/>	Early Bird Registration Fee (before February 22, 2010)	\$100.00
<input type="checkbox"/>	Standard Registration Fee (after February 22, 2010)	\$125.00

Registration Deadlines:
Early Registration - Feb. 22, 2010
Registration - March 2, 2010

Make your check payable to, and mail check and this Registration Form to:

Michael E. Purdy Associates
PO Box 46181
Seattle, WA 98146