

BIM360 Tech – Policy Manual & User Licensing Agreement

Website: www.bim360tech.com

Effective Date: [Insert Date]

1. About BIM360 Tech

BIM360 Tech is a professional IT Technology Solutions and Software Management firm specializing in the setup, administration, and compliance oversight of Autodesk, Microsoft, and Bluebeam accounts for a wide range of clients and organizations within the Architecture, Engineering, and Construction (AEC) industry.

In addition to managing enterprise software licensing, BIM360 Tech provides IT technical support, digital infrastructure configuration, and technology integration services to ensure clients and users operate in a secure, efficient, and compliant digital environment.

Our mission is to provide secure, compliant, and efficient access to essential design, coordination, and productivity tools while ensuring all users maintain adherence to software licensing laws and best practices. BIM360 Tech serves as the licensing, account management, and IT compliance partner, acting as an intermediary between software vendors and end users to protect all parties from potential violations, misuse, or licensing breaches.

2. Applicability

Applies to: All Autodesk and Bluebeam account users managed by BIM360 Tech with Autodesk and Bluebeam accounts less than one (1) year old.

This policy also extends to any associated Microsoft accounts that are provisioned, managed, or maintained under BIM360 Tech's compliance and administrative oversight.

3. Purpose of This Agreement

This agreement outlines BIM360 Tech's internal policies, software use guidelines, and legal compliance terms for all users under our managed software ecosystem. By signing this agreement, you acknowledge your understanding of these guidelines and your obligation to follow all licensing, usage, and payment terms stated herein.

4. Compliance Assurance Fee

All new Autodesk and Bluebeam users managed by BIM360 Tech with accounts less than one (1) year old are required to submit a Compliance Assurance Fee of \$575.84 within three (3) business days of receiving this agreement.



Purpose of the Fee

The Compliance Assurance Fee is not a security deposit, nor a charge for the software itself. It serves as a compliance guarantee to protect against potential legal, administrative, or financial penalties that may arise from improper use of licensed software managed under BIM360 Tech.

Improper use or unauthorized actions under a managed Autodesk or Bluebeam account can subject BIM360 Tech to significant fines, license suspensions, and vendor penalties as part of Autodesk's and Bluebeam's corporate compliance enforcement programs.

This fee ensures continued access to Autodesk and Bluebeam licensing while safeguarding BIM360 Tech and its network from exposure to these liabilities.

Refund and Compliance Policy

The Compliance Assurance Fee (\$575.84) will be returned via direct ACH transfer once the one (1) year compliance term has been successfully completed. This timeframe allows BIM360 Tech to ensure full compliance with Autodesk and Bluebeam licensing regulations and verify consistent, responsible software usage throughout the duration of the managed account. Refunds are automatically processed to the original payment account on file once the one-year term has been completed without violations, misuse, or administrative actions.

Note: Users must remain active and in good standing for the full one-year term to be eligible for refund.

Why the Fee Is Required

Industry Renewal Cycles: Most Autodesk and Bluebeam commercial licenses renew annually or biannually, so one year ensures coverage for a complete renewal cycle and provides BIM360 Tech the ability to monitor account usage through that full term.

Compliance Monitoring: The one-year period allows BIM360 Tech to monitor software usage, compliance behavior, and account reliability.

Fair Practice: This timeframe avoids appearing punitive or as if funds are being "held" unnecessarily long.

Legal Protection: It provides BIM360 Tech with strong legal justification and audit protection in the event of a software licensing review by Autodesk or Bluebeam.

Standardization: The one-year term keeps the compliance process consistent across Autodesk, Bluebeam, and Microsoft account management under BIM360 Tech.

5. Software and Accounts Managed by BIM360 Tech

This policy applies to all users who have active software accounts managed by BIM360 Tech, including but not limited to:

Autodesk Software Suite
Revit
Navisworks Manage / Freedom
Inventor

3Ds Max
Autodesk Construction Cloud (ACC)
Autodesk Point Layout

Microsoft Accounts
Microsoft Teams
Microsoft Outlook / Office 365
Microsoft OneDrive
Microsoft SharePoint

Bluebeam Accounts
Bluebeam Revu
Bluebeam Studio

All software provided under BIM360 Tech's management must be used strictly in accordance with licensing regulations and vendor-specific end-user agreements.

6. Prohibited Use and Account Misconduct

All users must maintain professional, ethical, and compliant software use at all times. Any of the following actions constitute a violation of BIM360 Tech's policy and may result in immediate account suspension and/or termination:

- Sharing login credentials with unauthorized individuals or using another user's credentials.
- Using Autodesk, Microsoft, or Bluebeam accounts for personal projects or unrelated work without written authorization.
- Installing Autodesk software on non-approved or unregistered devices.
- Copying, modifying, or reverse-engineering any licensed application.
- Attempting to bypass, hack, or manipulate Autodesk, Microsoft, or Bluebeam licensing systems.
- Changing account credentials such as email without written permission from BIM360 Tech's support team.
- Using managed software accounts for illegal, unethical, or commercial purposes not approved under a BIM360 Tech client project.
- Distributing project files or software packages to external users not approved under the client's licensing scope.
- Storing or sharing confidential project data through unauthorized cloud or third-party services.
- Transferring access or sublicensing software to any individual or external organization.

7. Payment Terms & Account Activation

All Compliance Assurance Fees must be submitted within Three (3) business days of receiving this document through BIM360 Tech's secure online payment portal.

If payment is not received within the stated period:

- All Autodesk, Microsoft, and Bluebeam accounts managed by BIM360 Tech will be temporarily suspended.
- A Reactivation Administrative Fee of \$393.00 USD will be charged to restore account access and reconfigure all licensing settings.



8. Account Monitoring and Compliance Audits

All accounts under BIM360 Tech management are subject to routine compliance audits and may be reviewed periodically by Autodesk, Microsoft, or Bluebeam vendor representatives. Users may be contacted by BIM360 Tech to verify account usage, software installation details, or project activity. Failure to cooperate with compliance requests may result in account suspension.

9. Agreement and Acknowledgment

By signing below, I acknowledge that I have read, understood, and agreed to comply with all terms outlined in this BIM360 Tech Policy Manual & User Licensing Agreement. I understand that non-compliance, delayed payment, or misuse of software may result in suspension or termination of account access and that reactivation fees will apply. I agree to remit the Compliance Assurance Fee of \$575.84 within three (3) business days and understand that this fee will be returned via direct ACH transfer upon successful completion of the one (1) year compliance term.

User Information

Full Name: _____
Email: _____
Signature: _____
Date: _____

BIM360 Tech Authorized Representative

Name: _____
Title: _____
Date: _____