

# Company Profile – Hand to CAD

## Introduction

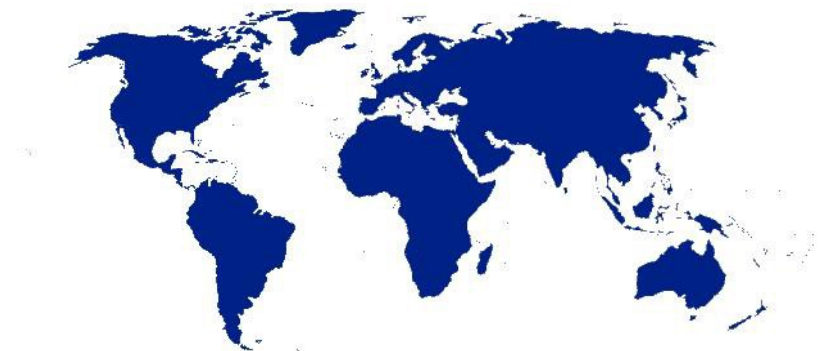
HandToCAD is an independent Multidisciplinary AutoCAD and Revit Outsourcing Production Office in Raleigh, NC.

We provide Building Services, Mechanical, Electrical, Plumbing, Fire, Hydraulic, Architectural and Civil AutoCAD drafting & Revit modelling support for International Design and Engineering Consultants.

Highly skilled CAD Technicians, Engineers, Architects and high speed Internet Infrastructure make the Philippines an attractive choice for outsourcing CAD Drafting Services to assist your existing AutoCAD & Revit drawing production team.

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***“HandToCAD.com since 2002***

***Providing AutoCAD & Revit***

***Support to Clients Globally”***

# About Us

OrbitCAD provide a High Quality, Cost Effective, Flexible and Reliable AutoCAD & Revit Outsourcing service.

Working from our offices accommodating two floors based in Globe Telecom Tower, Manila, we provide 2D AutoCAD drafting and fully coordinated 3D Revit modelling services. We can also offer full CAD Project Management for your projects.

## 1) General CAD Drawing Production

- **Highest Quality** 2D drafting and 3D Revit modelling services
- **Cost Effective** highly experienced staff always available
- **Fast Turnaround** with most packages completed overnight
- **Flexible & Reliable** to meet your project specific demands
- **Simple & Secure** in the way we integrate into your business
- **Value Driven** quality assured drafting services on time within budget

## 2) Complete CAD Project Management

- **Drawing Setup** - Titleblocks, sheets, layers, blocks (families), external references, viewports, matchlines, numbering and drawing titles all managed by HandToCAD.
- **Quality Assurance** - Procedures are controlled and coordinated by our Q.A Manager. HandToCAD documentation ensures the successful flow of information both in-house and between Client offices.

***“Solving Your  
AutoCAD & Revit  
Outsourcing  
Requirements”***



# Advantages

## Expenditure and Flexibility

- Save 60% on your In-house AutoCAD and Revit Costs
- Fixed Competitive Hourly Rate
- Flexibility to pay for manpower whenever required
- Pay for Draftsmen only when you need them
- Pay only for Man Hours used
- Never Pay Overtime Rates Again
- No Costly Recruitment Costs

## Office Overheads

- No Costly Annual Software Subscriptions
- No Annual Computer Hardware Upgrades or Maintenance
- Lower Office Energy Consumption Cost
- Vast Reduction in Paper Usage
- Huge Savings in Printer Consumable Costs

## Meet Critical Deadlines

- Utilize the advantage of time zone difference, resulting in a 24 hour service
- Reduced turnaround time for projects

## CAD Standards

- British, U.S and Australian CAD Standards
- Degree Qualified CAD Technicians
- Highly Proficient with CAD Software
- Quality Checks Performed by HandToCAD

## HandToCAD Infrastructure

- HP Proliant Gen9 Servers - Firewalled
- 2 No. Broadband Connections with Load Balancing
- Dell PowerEdge FTP Servers for File Transfer
- Daily Back Up including NAS & Cloud
- Regular Hardware Updates
- Latest Versions of AutoCAD & Revit Software



# Experience

HandToCAD have extensive experience on large scale fast track projects in Asia, Australia, Canada, Europe, Middle East, New Zealand, UK & USA.

Our in-house Quality Assurance procedures ensure all drawing packages are competently checked prior to returning to you.

We produce drawings for Consultancies and Practices Worldwide, conforming to Client CAD Standards and Project Specific Requirements.

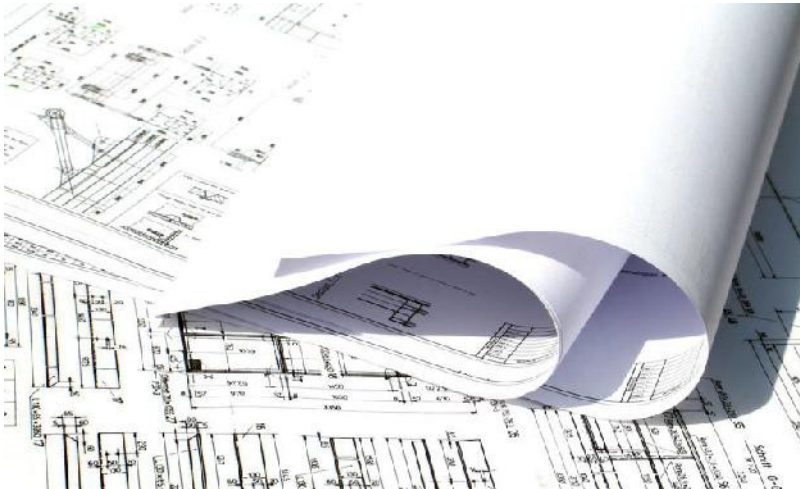
## Project Capabilities include:

- Airports
- Banks
- Bridges
- Casinos
- Cell Sites
- Chain Stores
- Clinics
- Commercial
- Data Centers
- Earthworks
- Fitness Centers
- Food Outlets
- Government
- Healthcare
- Heritage
- Highways
- Hospitals
- Hotels
- Housing
- Industrial
- Infrastructure
- Laboratories
- Leisure
- Local Council
- Medical
- Motorways
- Nightclubs
- Planning
- Prisons
- Public Utilities
- Rail
- Residential
- Resorts
- Retail Parks
- Roads
- Schools
- Shopping Malls
- Site Layouts
- Sports Facilities
- Stadiums
- Storm water
- Supermarkets
- Survey Data
- Telecoms
- Tower Blocks
- Tunnels
- Universities
- Wastewater / Water



# Services

- AutoCAD drawings & Revit Models created from Engineer's Mark Ups
- CAD Conversion for Architectural, Civil, Structural, Hydraulic, Mechanical, Electrical, Plumbing, Fire, Paper to CAD, Raster to Vector
- Project Management of CAD Projects from Start to Finish
- M&E Combined Services Drawings
- Concept & Scheme Design, Design Intent, Design Development, Tender Drawings, Construction Issue and As Built Record Drawings
- Survey Data CAD Conversion for Plans and Building Elevations



## Electrical

- Circuiting and Containment
- Data
- Fire Alarms
- Lightning Protection
- Luminaire Layouts
- Power
- Schematics / P&ID
- Security
- Substations
- Switch Rooms

## Mechanical & Pipework

- Boiler Houses
- CHW, HWS & Gas
- Domestic Water Services / Drainage
- Fire Sprinkler Systems
- Gas Layouts
- Heating Layouts
- HVAC Single and Double line
- Hydraulics
- Plant Rooms
- Public Health and Sanitation
- Schematics / P&ID

## Architectural & Civil

- Elevations and Plans
- Infrastructure Layouts
- Flooring / Tiling Layouts
- Sanitary Sewer Systems
- Sections and Details
- Site Plans
- Survey Data CAD Conversion
- Underground Utilities Plans



# Working with Us

The transfer of data and effective communication with our clients is very straight forward. The two most popular CAD projects are as follows:

## 1) From Client mark ups

- Client generates hand mark ups in the usual manner
- The mark ups are scanned (pdf or jpg) and uploaded together with any relevant AutoCAD/Revit files using our simple Web Browser upload page or our FTP site
- We download the files from FTP and make amendments
- The finished drawings are thoroughly checked in our office
- We upload completed drawings to FTP site
- Client downloads the completed drawings from FTP

## 2) Paper to CAD Conversion

For Existing Paper Drawings or Scans (e.g. Archived As-Built drawings), this is essentially a tracing exercise. The paper copies can be scanned, uploaded and then we create 100% dimensionally accurate 2D AutoCAD or 3D coordinated Revit files.

## Secure and Reliable Data Transfer

Our FTP site is powered by Dell PowerEdge servers complete with UPS and Generator Backup.

With back-up power, multi-layered security, and network redundancy, our FTP is certain to be online 99.9% of the time.

HP ProLiant Gen9 Network File Servers with 2 No. broadband connections with separate service providers. This redundancy provides a safeguard for uptime 24/7.



# Our Pricing

## Costs

Our hourly rate is a fixed price covering all drawing disciplines. Please email us for this rate. Each package is priced upon the number of man hours required to complete. Initially, Clients will send a package and we will issue a price quote by email within 1 day. We then proceed with the drawings upon approval of the quotation.

When a working relationship has been established, our Clients are happy for us to proceed with drawings immediately, prior to receiving a price quote. This allows us to complete drawings within 24 hours in order to meet tight deadlines. The quote will be sent with the completed drawings the next day.

## Method of Payment

- HandToCAD will send an Invoice at the end of each calendar month.
- The Monthly Invoice will list all works packages completed in that month.
- Payment can be made by Online Bank Transfer / Credit Card or PayPal.
- Payment is required within 7 days of receiving the invoice.

## Contact Details

2800 Combe Hill Trl.  
Raleigh, NC 27613 USA

### Global Projects:

Managing Director: **Michael Herman**

### India/Asia Partner:

Production Manager: **Mr. Sudhansu Se. Parhi**

Tel: USA 1-919-521-8556 International: +91 943 791 9437

Email: [CAD@HandToCAD.com](mailto:CAD@HandToCAD.com)

## Office Hours

Monday to Sunday – 24 hours

Eastern Standard Time

