

## Sample File Tree

### Projects

- Project Name
  - Budgets
  - Monthly Files
  - Business Development
  - Change Orders
  - Contracts
    - Owner/Client
    - Subcontractors
      - Subcontract Name
  - Correspondence
    - Owner
    - Subcontractor
    - Other
  - Daily Reports
    - Monthly Files
  - Drawings
  - Emails
  - Employee
  - Estimating
  - Forms
  - Inspections
  - Logs
  - Meetings
  - PCOs (Potential Change Orders)
  - Project Kickoff
  - Project Reports
    - Monthly Files
  - Proposals
  - Purchasing
  - Quality
  - Safety
  - Schedule
  - Shipping
  - Subcontractors
    - Subcontractor Name
      - Contract
      - Change Orders
      - Insurance/Certs.
      - Scope of Work
      - Invoices
  - Work Plans