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SAN DIEGO CHAPTER

The Society for Design Administration

An Affiliate of the American Institute of Architects

The Society for Design Administration advances management and administrative professionals in the A/E /C industry.

How to Control Costs by Negotiating with Your Firm's Vendors

August 20, 2009

Conducted by:

Julie King, Business Manager
RJC Architects

Hosted by:

RJC Architects

320 Laurel Street, San Diego 92101

Reprographics, printers, website designers . . . and the list goes on! During these tough economic times, firms need to "Get Smart" by reducing operating expenses wherever necessary. Julie King, Business Manager of RJC Architects, will share her secret for reducing her firm's repro costs by 66% by using an RFP method for office vendor services. Come find out how Julie's RFP process is saving her firm big dollars and learn some of her other secrets for negotiating better prices. P.S. If you're paying more than \$.08 per square foot for reprographics you should attend!!

Date: Thursday, August 20, 2009

Time: Lunch Meeting: Check in: 11:45 a.m.; Presentation: 12:00 – 1:00 p.m.

Questions? Jamie Shirey 760.445.4959

Location: RJC Architects, 320 Laurel Street, San Diego, 92110

Cost: **Meeting Fees:** Members \$20; Member Firms & AIA Members \$25;
Non-Members \$40; Late Registration \$50

RSVP by: 5:00 p.m., Thursday, August 13, 2009

Fax this form to: Kacie Watt @ 619.235.0522 or email reservation to:

kacie@studioearchitects.com

Name(s): _____

Firm: _____

Address: _____

Phone: _____

Email: _____

*Because our meetings are catered, 24 hours' notice is required for all cancellations.
No shows will be billed.*

Julie King, SDA



Business Manager

jking@rjcarch.com

Julie King is the Business Manager and Associate at RJC Architects Inc. She has been a professional administrator in the architecture and engineering community since 1993 with firms such as Smith Consulting Architects, Enartec Civil Engineers and Tierra Mechanical. Julie devotes a great deal of her personal time as the Chairperson for the annual Canstruction event (www.canstructionsd.org) - an industry charity that raises approximately 50,000 pounds of food annually for local families. She's also involved with the San Diego Chapter of the Society for Design Administration where she has served as President and contributed to the chapter's growth and success locally. On a National level, she has chaired an SDA Western Regional Conference and also Co-Chaired the 2003 National Convention.

Julie is well known for her mentoring of upcoming and current design firm administrators and for her availability to help her colleagues on a moment's notice with their individual design firm management problems/concerns!