

QUOTATION REQUEST

QUOTED BY: _____

DATE _____

QUOTE REQUIRED BY _____

CUSTOMER _____

CONTACT _____

EXISTING ☐

NEW ☐

HOW DID YOU HEAR ABOUT US? _____

PHONE _____

E-MAIL: _____

LAYOUT REQUIRED ☐

ACTION REQUIRED: _____

DESCRIPTION

QUANTITY _____ SIZE L _____ H _____ USABLE ARTWORK AVAILABLE? ☐ Y ☐ N ON FILE ☐

USE _____ INTERIOR ☐ EXTERIOR ☐

JOB COMPLEXITY:

☐
REPEAT ORDER

☐ 1
SIMPLE

☐ 2

☐ 3

☐ 4

☐ 5
COMPLEX

Project required by: _____

Material / Build details:

Materials to be ordered for project (if applicable):

TOTAL Estimated Time Req'd to complete: (HOURS)

TOTAL Estimated Material Costs to complete: (MATERIAL COSTS)

Final quoted price: _____

QUOTED ☐ DATE _____

VIA: FAX ☐ EMAIL ☐ PHONE ☐

NUMBER

FOLLOW UP ON: _____ ☐