

Quote

Date

Quote Required by

Date Quoted

Estimate#

Customer _____

Quoted by

Reg. New _____

Layout required

Contact _____ PHONE _____

E-Mail _____ Layout sent

Repeat of previous order? File: _____

Previous order details _____

DESCRIPTION

✓ ASK THE QUESTIONS

- What is it they want?
- What is it going to be used for?
- Where, interior/exterior?
- How long is it to last?
- How is it to be mounted?
- Are there special needs?
- Do they want us to install?
- Will it require permits?
- What sort of budget?
- How many do they need?
- When do they need it?
- Are we shipping?
- Do they have artwork?

