



Please use this Quote Request Cover Sheet as it provides selected information to assist our staff in serving you with rapid replies to your request for price and availability. This service is intended to give our customers the competitive advantage of receiving information on availability as well as prices via their fax machine or e-mail address. While you are working, designing or selling..... we are busy for you!

Simply fill out all of the requested information below, include your plant materials list on a separate sheet of paper and fax or e-mail them to us. Our usual reply time is the same day.

Please provide all required information and thank you for your cooperation.

## Let Us ... Help You ... To Operate More Efficiently! 3 Steps to Saving Time and Money

1. Fill Out the Quote Request Cover Sheet
2. Include Your Material List
3. Fax or Email to Us

*Please print clearly.*

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

*Please **CHECK** boxes which apply to your request.*

- |   |   |
|---|---|
| <input type="radio"/> This is for bid purpose only.                               | <input type="radio"/> This is a contracted job.                               |
| <input type="radio"/> This is an order to be picked up.<br>Date of pick-up: _____ | <input type="radio"/> This is an order for delivery.<br>Date needed by: _____ |
| <input type="radio"/> This is a direct shipment order.<br>Date needed by: _____   |   |

**Address of job site:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Applicable Comments:**

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