

PROJECT QUOTE REQUEST & INFORMATION FORM

BASIC INFORMATION					
Date Request Submitted:		Оре	Open4 Customer:		
Quote Required: Yes No		Requ	Requester:		
Phone:		Ema	Email:		
End of Day Report (EOD) to be sent to via Email:					
END USER INFORMATION					
Client Name:		Addr	Address:		
Bldg/Floor/Dept:					
Est/Requested Install Date:		Onsi	Onsite contact:		
Phone:		Ema	Email:		
Your Purchase Order number:		(Plec	(Please include PO when sending this form)		
SITE INFORMATION: (Check all items below that app	oly			
Building Access:	Ground Floor Goods Lif	ft	assenger Elevator	Carry up stairs*	
Requirements:	Building Protection*	E	:lectrician*	Site Visit*	
	Certificate of Insurance		SWMS	Inductions*	
Truck Unload:	Street Offload)ock		
Product Ship to:	Warehouse		obsite	Other	
NOTE: Special Access Instructions					
ENTER PRODUCT LINES AND QUANTITIES (alternatively a spreadsheet can be attached to this form of all products)					
Product/Code (Item Ty	pe including product code)	Total	Your Supplier		

REQUIRED SERVICES				
☐ Deliver ☐ Knock down and remove ☐ Install ☐ Relocate to site ☐ Reconfigure ☐ Refurbish				
☐ Delivery / Pick up ☐ Disposal of existing ☐ Other				
EXCESS PRODUCT: Store at OPEN4 Leave at site Dispose Move to				
SCOPE OF WORK:				
TERMS & CONDITIONS:				
All pricing as per Open4's Schedule of Services Torms and Conditions are available in Open4's Schedule of Services.				
 Terms and Conditions are available in Open4's Schedule of Services Open4 will schedule in delivery and installation when all products are received into Open4's Warehouse or 				
client site as confirmed by the customer (Customer or End User)				
 All communications with End User/Customer Supplier prior to all products being available for Delivery & 				

• If Open4 is required to provide additional services, then charges will apply as per Open4's schedule of services

Installation will be the responsibility of Open4's Customer