

# QUOTE REQUEST FORM - INSTRUCTIONS

The specifications you indicate are important and determine the price of the product. If a specific price point (unit cost budgeted) is desired, please note so alternative materials or methods may be considered. When supplying a drawing with specifications skip sections 3 thru 6.



**1 REQUESTOR INFO** DATE \_\_\_\_\_

From \_\_\_\_\_

Co. Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**2 PRODUCT USE**

Product Identification will be used for:  
\_\_\_\_\_

Product to perform the following function(s)

Decorative / Instructional

Structural

Both / Other (specify) \_\_\_\_\_

Used:  Indoor  Outdoor  Both

Quote Quantities: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

Estimated Annual Usage: \_\_\_\_\_

Unit Cost Budgeted: \_\_\_\_\_

**3 PRODUCT REQUIREMENTS**

Metal  Plastic

The thickness specification need be:

.003/.005  .030/.032  < .005  .020

.010/.012  .060  .005  .060

.020  Other \_\_\_\_\_  .010  Other \_\_\_\_\_

Operating Environment:

Temperature resistance necessary

Abrasion resistance necessary

Solvent resistance necessary

Surface which product will be mounted to:  
\_\_\_\_\_ (metal, plastic, wood, etc.)

Flat  Curved  Textured

Painted / Powder Coated / Other \_\_\_\_\_

Agency Certifications necessary:

UL  CSA  Military, ANSI \_\_\_\_\_

**4 COLOR / FINISH**

Background color / Material color: \_\_\_\_\_

Color of Copy: \_\_\_\_\_

additional colors: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

PMS colors necessary / specify: \_\_\_\_\_

Finish desired:

Satin  Gloss  Velvet  Brushed

**5 FABRICATION / DIMENSIONAL INFO**

Finished Part Size: \_\_\_\_\_ H x \_\_\_\_\_ W

Shape:  Square corners

Radius corners

Diameter shape

Other (special shape)

Recommend nearest stock size/shape

Std Tolerances + - .015

Special Tolerances \_\_\_\_\_

Attachment Method:

Holes Number: \_\_\_\_\_ Size: \_\_\_\_\_

Permanent Adhesive

**6 OTHER**

Consecutive Serialization \_\_\_\_\_ - \_\_\_\_\_

Bar Code / UID \_\_\_\_\_

Special Assembly / Packaging

.PDF / .EPS Dwg Attached (\*4 meg file size limit via email)

Special Notes / Request

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

"Providing our customers with innovative, functional, and reliable product identification consistent with their needs"