

# Glass Quote Request Form

## Checklist of Essential Information

Let Banner Solutions ease your pain in obtaining a **complete, accurate, and timely quote** for the door hardware on your Glass project. Door Hardware is often the most difficult part of the job and the most value engineered, so communication is critical.

Use this checklist to assist you in compiling all the necessary information.

### Provide the following to include with your quote request:



Scanned copy of the Door Schedule from the bid package:

- Mark or highlight the door schedule with the doors that are in your scope of the job.
- The door schedule should include: door sizes, stile widths, material, thickness, & finish.

Preamble pages of the spec from the bid package.

Pertinent Hardware Set pages from the bid package:

- If you prefer to use the Hardware Sets vs. the Door Schedule, mark the Hardware Sets with the quantities needed.
- Make sure the door sizes, stile widths, and thickness are shown with the quantities.

Bid Date:

- Include the bid date on your document to assist in prioritizing the quote request and for obtaining additional discount assistance from manufacturers.

### If you win the project and are requesting a submittal package:



Communicate any changes to the original request immediately:

- Door numbers/description changes
- Door Style Width changes. This could change the quoted hardware.
- Material, sizes, finish, mode of operation
- Provide handing on all openings.

Communicate what your time frame is. Lead times can vary depending on market needs.

For all Glass Project Estimate Requests email [quotes@bannersolutions.com](mailto:quotes@bannersolutions.com)