



### **Quotation Requirements**

The Z Group appreciates the opportunity to quote your projects. However, in order to provide you with the most competitive quote in an effective and expeditious manner, we must be provided the following information along with all quote requests:

- Project Name
  - Include: building number, name, phase etc.
  - Addendum #
- Project Location
  - City, State & Zip Code
- Project Manager/Estimator
  - Branch / office location and contact information (e.g. phone, fax, e-mail)
- Bid Date & Time
- Architect: Office location
- Specified Products & Equals
  - Include copy of specification, or, at the minimum, Section / Part 2 - Products from the specification
- Detailed Takeoffs (doors, frames & hardware)
- Estimated Order Date
- Job Completion Date

Please note that the lack of the above information, in a clear and precise manner, will slow the processing of your quote request.

- **The Z Group policy is to process quotes on a first in, first out basis.**
- **For larger projects that require extensive conversions, please allow sufficient time (24-48 hours) for completion.**
- **Quotes required on short notice or urgent status with limited time to process will receive discounts only with no product conversion service available due to time restrictions.**

**Forward quote requests to:**

- **818.340.1919 (FAX)**
- **quotes@thezgroup.com**

Please contact The Z Group with any recommendations, questions or concerns regarding this policy.

Thank you in advance for your cooperation.