

# SUPPLEMENT ORDER FORM

INSTRUCTIONS:							
□COMPLETE THIS FORM FOR E	ACH PROJECT YOU ARE REQUESTING						
□EMAIL ADAM@THEESTIMATEGUYS.COM AND ATTACH THE FOLLOWING							
☐THIS ORDER SHEET							
□OUR SUPPLEMENT FORM (STARTING ON THE NEXT PAGE)							
□AN IMAGE OF YOUR COMPANY'S LOGO, IF YOU WANT IT TO APPEAR ON THE ESTIMATE □INSURANCE ESTIMATE, PHOTOS (ZIP FILE IF POSSIBLE), DIAGRAMS/SKETCHES							
							□SUB-CONTRACTOR BIDS AND PERMIT/PROJECT-RELATED RECEIPTS, IF APPLICABLE
□ PAY APPLICABLE DEPOSIT (WE WILL INVOICE YOU FOR THIS AFTER REVIWING YOUR REQUEST)							
DEPOSIT. IF THERE ARE ANY ISSUES AFTER WE RECEIVE YOUR DEPOSIT	WE WILL REVIEW THE INFORMATION YOU SUBMITTED BEFORE INVOICING YOU FOR THE TO ADDRESS WITH YOUR SUBMISSION, WE WILL CONTACT YOU TO REVIEW BEFORE INVOICING. PAYMENT, WE WILL PROCEED WITH WRITING YOUR ESTIMATE.  TE, WE WILL INVOICE YOU FOR THE BALANCE AND EMAIL YOU A PDF COPY OF THE ESTIMATE.						
YOUR COMPANY NAME:	PHONE:						
EMAIL:	ADDRESS:						
PROJECT NAME:							
PROPERTY ADDRESS:							
DATE OF LOSS:	INSURANCE COMPANY:						
TYPE OF LOSS:	CLAIM NUMBER:						
SALES TAX%	<u>ADD 10%/10% O&amp;P</u> : □Y/N □						
REQUESTED SERVICES FOR THIS	PROJECT:						
□ROOF/EXTERIOR SUPPLEMEN	I <b>T</b> \$125 (DEPOSIT \$69.00)						
□ OTHER SUPPLEMENT 1% of t	otal estimate we write, min. \$250.00 (DEPOSIT \$125.00)						
□ FULL-SERVICE WITH INSURAI	NCE NEGOTIATION \$100 + 10% of approved increase, min. \$100.00 (DEPOSIT \$100.00)						
ADDITIONAL SERVICES:							
□INSPECTION W/ PHOTOS ANI	DIAGRAM*						
□INTERIOR □R	□INTERIOR □ROOF/EXTERIOR						
*Dallas-Fort Worth metroplex o	Dallas-Fort Worth metroplex only. Contact for pricing.						

### **CUSTOM REQUESTS/NOTES:**



## PRINTABLE SUPPLEMENT FORM

#### BEFORE YOU SUBMIT YOUR ORDER TO US, PLEASE MAKE SURE YOU HAVE THE FOLLOWING:

 $\Box \mathsf{THIS}$  FORM, FILLED OUT AS COMPLETELY AS POSSIBLE, WITH ITEM LIST AND DIAGRAMS

□INSURANCE ESTIMATE

□EAGLEVIEWS / HOVER REPORTS / SKETCHES / OTHER DIAGRAMS, IF AVAILABLE.

□PHOTOS, IF AVAILABLE. PLEASE INCLUDE OVERVIEW PHOTOS OF AFFECTED AREAS AND CLOSEUPS OF DAMAGES & ITEM TYPES. QUALITY PHOTOS HELP US WRITE YOUR ESTIMATE AND INCREASE YOUR RATE OF INSURANCE APPROVAL.

□ANY SUBCONTRACTOR BIDS YOU WANT US TO INCLUDE

ONCE WE RECEIVE THIS FORM AND YOUR DEPOSIT PAYMENT, WE WILL PROCEED WITH YOUR ESTIMATE.

#### **INSTRUCTIONS:**

- Please fill out this form as completely as possible. If you have an Eagleview or other diagram, and/or photos, please send those, too. Quantities for SQ/SF/LF may be omitted if they can be determined from diagrams or other reports you send to us. There is space on this form for notes on each item. You can also use any blank space for notes. The more information you provide us, the more accurately we can write your estimate.
- List the additional items you want changed or added to the estimate. If the item has a corresponding line item in the insurance estimate, write that item number in the notes. If the item has a custom or sub-contractor price, list this in notes.
- For items such as additional labor, supervisory hours, etc... include details in notes (i.e.. Difficult access: 2 laborers working 4 hours to complete hand-carry of shingles).
- STR column: Write the structure or room name which corresponds to the item listed
- ITEM column: Write each item you want added to the estimate (i.e. 6' wood fence, 25yr shingles, HVAC comb, roofing labor, etc...)
- **ACTION** column: Use the following codes: TO tear off, Rem remove, R replace, R/R remove & replace, D/R detach & reset, R reset only, I install only, M material only, LAB labor only
- QTY column: use the following codes: SQ square, SF square foot, LF linear foot, P perimeter, PF perimeter floor, PC perimeter ceiling, F entire floor, C entire ceiling, W all walls in room, E all eaves, R all rakes, EA each, HR hour
- NOTES: Add specific notes regarding the items

STR	ITEM	ACTION	QTY	NOTES

	PAGE:			Use as many additional pages as needed			
STRUCTURE	ITEM	ACTION	QTY	NOTES			

### **SKETCH PAD**

If you do not already have a diagram of the structure, use this pad or graph paper to diagram the affected areas of the property so we can accurately estimate damages and provide you with a professional Xactimate sketch. You can print and use as many copies of this form as needed. Include all room/elevation names, wall lengths, ceiling heights, doors, windows, cabinets, vanities, tubs, showers, stairs, and any other relevant items.

