



THE ESTIMATE GUYS
INFO@THEESTIMATEGUYS.COM
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 THEESTIMATEGUYS.COM

SUPPLEMENT ORDER FORM

INSTRUCTIONS:

- COMPLETE THIS FORM FOR EACH 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 REVIEWING YOUR REQUEST)

ONCE WE RECEIVE YOUR REQUEST, WE WILL REVIEW THE INFORMATION YOU SUBMITTED BEFORE INVOICING YOU FOR THE DEPOSIT. IF THERE ARE ANY ISSUES TO ADDRESS WITH YOUR SUBMISSION, WE WILL CONTACT YOU TO REVIEW BEFORE INVOICING. AFTER WE RECEIVE YOUR DEPOSIT PAYMENT, WE WILL PROCEED WITH WRITING YOUR ESTIMATE. WHEN YOUR ESTIMATE IS COMPLETE, WE WILL INVOICE YOU FOR THE BALANCE AND EMAIL YOU A PDF COPY OF THE ESTIMATE.

YOUR COMPANY NAME:

EMAIL:

PHONE:

ADDRESS:

PROJECT NAME:

PROPERTY ADDRESS:

DATE OF LOSS:

INSURANCE COMPANY:

TYPE OF LOSS:

CLAIM NUMBER:

SALES TAX%

ADD 10%/10% O&P: Y/N

REQUESTED SERVICES FOR THIS PROJECT:

- ROOF/EXTERIOR SUPPLEMENT** \$125 (DEPOSIT \$69.00)
- OTHER SUPPLEMENT** 1% of total estimate we write, min. \$250.00 (DEPOSIT \$125.00)
- FULL-SERVICE WITH INSURANCE NEGOTIATION** \$100 + 10% of approved increase, min. \$100.00 (DEPOSIT \$100.00)

ADDITIONAL SERVICES:

- INSPECTION W/ PHOTOS AND DIAGRAM***
 - INTERIOR ROOF/EXTERIOR

*Dallas-Fort Worth metroplex only. Contact for pricing.

CUSTOM REQUESTS/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.

