

A. Purcell & Sons Construction

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Client Estimate In-Take Form

DATE	
CLIENT NAME	
CLIENT ADDRESS	
CITY, STATE, ZIP CODE	
CLIENT CONTACT NO.	

Description of Service(s)

CATEGORY	<input type="checkbox"/> Demo <input type="checkbox"/> Debris Removal <input type="checkbox"/> Cleaning & Maintenance <input type="checkbox"/> Construction Mgmt. <input type="checkbox"/> Construction Services
ESTIMATE PROJECT START TIME	<input type="checkbox"/> ASAP <input type="checkbox"/> 1-2 WEEKS <input type="checkbox"/> UNDECIDED
HOW DID YOU HEAR ABOUT US?	<input type="checkbox"/> REFERRAL <input type="checkbox"/> WEBSITE <input type="checkbox"/> ONLINE
PROJECT DESCRIPTION	

Estimator Recommendations

ESTIMATOR RECOMMENDATIONS

Estimator Notes

ESTIMATOR PROJECT NOTES

Next Steps - Estimator Responsibilities

✓ Send Breakdown/ Quote
✓ Upon Approval of Quote, Send Contract for Signature
✓ Obtain Payment Deposit Arrangements
✓ Schedule Time to Commence Work

Next Steps - Client Responsibilities

✓ Approve Quote
✓ Sign & Email Quote
✓ Make Payment Deposit Arrangement
✓ Schedule Time to Commence Work

THANK YOU

“Thank you for taking the time to have one of our qualified, experienced, Estimator provide you with exceptional service. If you have any questions and/or concerns, please contact one of our friendly customer service team-members.”

VISIT US ONLINE

