

Request for quotation

Signage project questionnaire

Please complete this form and return it with your quotation. In your answers, please describe the proposed solutions, scope of work and delivery terms.

Contractor company name

Contact name, email and telephone

Quotation date and reference

Project or enquiry covered by this quotation

Signage included in the quotation

Scope of work included in the quotation

Information requested

Please answer all 12 questions and provide your price and delivery terms. State how the specified parameters can be verified, for example in an attachment. If a question does not apply to your proposed solution, please enter "not applicable" and explain why.

12 questions for the contractor

Questions 01-03

Please describe the solution and how it can be verified, for example through a specification, product datasheet, sample or documentation. If a question does not apply, please explain why.

01 Technology and intended use

Which technology or combination of technologies do you propose, and why is it suitable for this project? Please describe the construction method, intended use and any significant limitations.

Answer and supporting information

02 Safety in use

How will the safety of the proposed solution be ensured? If it requires power, please describe how power supply equipment and protective devices will be selected.

Answer and supporting information

03 Operating conditions and durability

How will the solution suit conditions at the site, such as temperature, moisture and sunlight? If any components generate heat, how will it be dissipated?

Answer and supporting information

12 questions for the contractor

Questions 04-06

Please base your answers on the proposed quotation. When referring to attachments, please give their number or title.

04 Materials and finishes

Which materials will be used for each part of the signage? Please specify the relevant properties, finishes and how durability will be ensured under the intended conditions.

Answer and supporting information

05 Structural stability

How will the stability of the signage and its connections be ensured? How will the mounting surface, intended use and loads at the installation site be taken into account?

Answer and supporting information

06 Appearance and legibility

How will the agreed appearance, colours and legibility be achieved in the intended conditions? For illuminated solutions, please describe the intended lighting effect, brightness and any adjustment options.

Answer and supporting information

12 questions for the contractor

Questions 07-09

Please base your answers on the proposed quotation. When referring to attachments, please give their number or title.

07 Power supply and connections

Does the signage require power or other connections? If so, please specify the requirements, connection method, cable or service routing, and any work to be carried out by the client.

Answer and supporting information

08 Installation and site conditions

Which installation method do you propose, and how will it affect the building or surroundings? What measurements, site preparation, access and arrangements will be required before work begins?

Answer and supporting information

09 Maintenance and repairs

How should the signage be cleaned and maintained? How will components requiring inspection or repair be accessed, and can they be replaced individually?

Answer and supporting information

12 questions for the contractor

Questions 10-12

Please base your answers on the proposed quotation. When referring to attachments, please give their number or title.

10 Design for approval

What will the client receive for approval before production? Please specify the design details, visuals or samples, key parameters and number of revisions included in the price.

Answer and supporting information

11 Quality checks and acceptance

How will the workmanship and operation of the signage be checked for the chosen technology? Please state the proposed acceptance criteria and how the inspection results will be documented.

Answer and supporting information

12 Warranty and service

What are the warranty period, coverage and exclusions? Who handles service requests, what is the response time and how are repairs carried out? Please state the terms and possible costs of service after the warranty expires.

Answer and supporting information

Price and delivery terms

Please state the currency and identify items included in other prices.

Design and documentation	<input type="text"/>
Signage production	<input type="text"/>
Site preparation and any removal work	<input type="text"/>
Delivery and installation	<input type="text"/>
Total price excluding VAT	<input type="text"/>
VAT	<input type="text"/>
Total price including VAT	<input type="text"/>

Price exclusions and possible additional costs

Design submission date	<input type="text"/>
Production lead time after approval	<input type="text"/>
Proposed delivery and installation date	<input type="text"/>

Payment terms, quotation validity and schedule conditions

A description of the proposed solutions is sufficient at quotation stage. The scope and timing of supporting information should be agreed to suit the project. Full production documentation is not required before contractor selection.