

Distribution	SUBJECT	Date
	TELEPHONE AND VERBAL QUOTATIONS	09-01-2014

PURPOSE: To document a quote given verbally or by email

PROCEDURE:

1. Record all information on RS Means form - Catalog # F140 (also FDC form C-125-A).
2. Always keep a supply of this form handy near your phone.
3. If quote is in an email then print email and attach to quote.

EXAMPLE

PROJECT Oakbrook / Rolling Hills DATE 5/14/14
 FIRM QUOTING C W Roberts TIME _____
 ADDRESS Wilwood PHONE (352) 330 2540
 ITEM QUOTED Asphalt BY Carla
 RECEIVED BY _____

WORK INCLUDED AMOUNT OF QUOTATION

WORK INCLUDED	AMOUNT OF QUOTATION
S-3 or 9.5 Asphalt. # 65/Ton	
James Plant split # 62/Ton	
Andy Deliver \$ 65/hour truck load	
Andy SP 9.5 - smaller aggregate	
SP 12.5 - Coarser -	
SP = "Superpave" used to be S-1	

SP 12.5
 better job
 at oakbrook

Recommendation
 Cost $\frac{2}{2}$ \$110 ton in place ~~A~~ \$9/sy LTM
 \$30 to spread = \$2.47 to spread -

DELIVERY TIME	TOTAL BID
DOES QUOTATION INCLUDE THE FOLLOWING:	If <input type="checkbox"/> NO is checked, determine the following:
STATE & LOCAL SALES TAXES <input type="checkbox"/> YES <input type="checkbox"/> NO	MATERIAL VALUE
DELIVERY TO THE JOB SITE <input type="checkbox"/> YES <input type="checkbox"/> NO	WEIGHT
COMPLETE INSTALLATION <input type="checkbox"/> YES <input type="checkbox"/> NO	QUANTITY
COMPLETE SECTION AS PER PLANS & SPECIFICATIONS <input type="checkbox"/> YES <input type="checkbox"/> NO	DESCRIBE BELOW

EXCLUSIONS AND QUALIFICATIONS

Back "OK" \$9 sy
 Gregory "OK"

EXAMPLE

Tom Flynn

From: Carla Fox [cfox@cwrcontracting.com]
Sent: Wednesday, May 14, 2014 11:40 AM
To: tflynn@flynnmanagement.com
Cc: Andy Walker; Stuart Savoy; Carla Fox
Subject: CREDIT APP & NTO

Attachments: 20140213122803755.pdf



2014021312280375
5.pdf (216 KB)...

TOM: IT WAS NICE SPEAKING WITH YOU TODAY TO DISCUSS YOUR ASPHALT NEEDS. ATTACHED IS A CREDIT APP, AS WELL AS A NOTICE TO OWNER. AS SOON AS I GET THEM BACK, I WILL PROCESS YOUR APPLICATION AND CALL YOU AS SOON AS THE ACCOUNT IS ESTABLISHED.

ANDY WALKER, OUR ESTIMATOR, HAS INDICATED THAT HE WILL BE MEETING YOU TOMORROW AFTERNOON. HIS CELL NUMBER IS: 941-915-4933 SHOULD YOU NEED TO CALL HIM. HE WILL ALSO BRING OUR PRICE LIST WITH HIM.

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL TO CONTACT EITHER ANDY OR MYSELF.

BEST REGARDS -
Carla Fox, Office Manager
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Wildwood, FL 34785
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