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Special Quote Request Form

*(Please allow 24-48 hrs for processing of special quote requests)
Special Quote form must be complete*

Date: _____ **Sales Rep:** _____

Project Name/Customer:

Reason for Special Request (Design, Budget, Lead-time, Other):

Product Inquiry:

Description of Product/Changes Required (Please provide image & specifics if available):

For all Special Table Top requests please specify top size, top material (veneer, laminate, etc....) and top edge profile (by edge number and edge description from pricebook):

For all Special Table Base requests, we require the information/specs on the top that the base will be used with (ie...top size and top material), along with an image and detailed specs of the requested base:

For all Booth/Banquette requests:

- Sizes/detailed specs must be provided including overall length, depth & height and seat depth
- An image of the requested Booth design must be provided
- A drawing/lay-out of the space must accompany the special quote request, including qtys

Quantity requested: _____

Requested Lead-time: _____

Will a sample be required? _____

Fabric where applicable: _____

Wood or Metal Finish where applicable: _____

Laminate where applicable: _____

For Boston/CA only: Will TB133 be required? _____ **Compliance or Certification?** _____

Additional Notes:

At time of special quote, a quote number will be assigned. The Quote number MUST be listed on the customer's Purchase Order & a copy of the special quote should be sent in with PO to ensure proper modifications and pricing.