

QUOTE REQUEST CHECKLIST

Please use this checklist when submitting requests for quotes to ensure complete and accurate information is provided to the factory and the quickest processing time for your request.

Requestor Contact Information

Quote being requested by: _____

Requestor contact phone #(s): _____

Requestor email address: _____

Project Information

If this is a request to revise a previous quote, please provide previous quote #: _____

Project Name and Location: _____

Lighting Specifier Name and Location: _____

or

If crossing a-light fixtures, name of other manufacturer: _____

Product Information

Please use current technical brochures when determining part #s needed: alights.com/products

Provide fixture type, quantity, and **complete product part # per current product specification.**

Notes:

- Please provide lighting plans and fixture schedule as supplementary information.
- Factory not responsible for doing take-offs based on complex schedules and/or drawings.
 - If there are unknowns, please use an underscore (_) in the part # to designate that something is not yet determined (ie. output, mounting type, etc.). Please do not use "X" for an unknown, as this designates a corner / pattern fixture.
- For pattern fixtures:
 - Please use the pattern designations from the Integrations cut sheet for the corresponding fixture. If pattern designation is not available, contact [Design Assist](#) for help with custom patterns.
 - Please provide the lengths of each leg of pattern fixtures, not overall pattern length.
- For custom color finishes provide RAL # at time of request, is possible. If RAL # is unknown, a custom color setup fee will be applied. Pricing may change once RAL # is confirmed.
- For custom modifications, you must first contact [Design Assist](#) for a custom feasibility review per our [Custom Ordering Guidelines](#).