

# J & W Counter Tops, Inc.

## Estimate/Order Checklist

Required for:	<u>Estimate</u>	<u>Order</u>
<input type="checkbox"/> — Name & Phone Number(s)	✓	✓
<input type="checkbox"/> — Bill To/Ship To Address	✓	✓
<input type="checkbox"/> — Date & Time Needed for both estimate & order	✓	✓
<input type="checkbox"/> — Job Name/PO Number or Name		✓
<input type="checkbox"/> — Counter Top Type (quartz, granite, laminate, etc.)	✓	✓
<input type="checkbox"/> — Laminate Counter Top Style (PF, EV, PFEV, etc.)	✓	✓
<input type="checkbox"/> — Outside Counter Top Measurements Counter top measurements are required, (length & depth) including overhangs, etc. Cabinet drawings are helpful, but do not provide complete information.	✓	✓
<input type="checkbox"/> — Counter Top Color & Finish If no color is selected, estimate will be done in a Formica laminate standard color.		✓
<input type="checkbox"/> — Edge Treatments Note laminate end caps with an X. Note special edges (beveled or wood) with an XX. Note wall ends with a W.	✓	✓
<input type="checkbox"/> — Backsplash Draw backsplashes as a line drawn parallel to the back wall. Note beveling or wood on backsplash with an XX. Note outside measurement of backsplash if not standard height.	✓	✓
<input type="checkbox"/> — Endsplashes Indicate contoured or regular. If regular, indicate loose or attached.	✓	✓
<input type="checkbox"/> — Sink Indicate Brand, Model #, Size, and Centerline measurement. Actual cutout size and size of radii on corners or a template may be required for some cutouts.		✓

	<u>Estimate</u>	<u>Order</u>
<input type="checkbox"/> — Cooktop/Free Standing/Slide-In Range Indicate Brand, Model #, Size, and Centerline measurement. Actual cutout size and size of radii on corners or a template may be required for some cutouts. Range style is required for estimate; Brand, Model #, Size, and Center Line for orders.		✓
<input type="checkbox"/> — Arcs, Radii/Clips/Soft Corners If none are noted, none will be estimated. Size is required for orders.		✓
<input type="checkbox"/> — Wood Species & Finish Only applicable on wood edge tops.		✓
<input type="checkbox"/> — Loose Pad or Solid Build-Up Loose pad is screwed and removable. Solid build-up is stapled.		✓
<input type="checkbox"/> — Miter(s) Indicate loose or pulled.		✓
<input type="checkbox"/> — Straight Joint(s) If any dimension is over 144", indicate where joint should be placed and if it is loose or pulled.		✓
<input type="checkbox"/> — Diagonal Corner Cabinet Measurement		✓
<input type="checkbox"/> — Out of Square Corners or Ends Note which legs are square, and/or which are out of square and by how much. If, using the 3' x 4' x 5' method, please note which leg is 3' and which is 4'.		✓
<input type="checkbox"/> — Template Required on most tops with 2 miters and on any odd shaped tops. Either a template must be provided or a \$35.00 templating charge (+measuring) will be applied to the order.		✓