

PLANNING / PLANNING CHECKLIST

How to Request an Accurate Jobsite Rental Quote

Complete the items below, then send this sheet with the relevant site plan or photos to Konrad. Configuration, availability and fulfillment scope are confirmed in the quote.

PROJECT / LOCATION _____

CONTACT _____ DATE _____

☐ **Project name, address and purchasing company**

Identify the actual delivery destination, order contact and party responsible for the purchase order.

☐ **Budget, bid or order-ready status**

Explain your decision deadline and whether quantities are estimates or ready for confirmation.

☐ **Product quantities and marked assumptions**

Attach product details and a marked plan. Clearly identify items that still require measurement.

☐ **Required-ready date and expected duration**

Give both delivery and required-ready dates, expected end date and possible extensions.

☐ **Site plan, access photos and receiving contact**

Show approach, placement and unloading conditions; include check-in or delivery-window restrictions.

☐ **Included charges, exclusions, revision date and acceptance contact**

Confirm billing period, delivery, setup, relocation, recovery, exclusions and how changes are approved.

Notes / items to confirm

Planning aid only. Confirm product-specific delivery and installation requirements with the selected provider. Project approvals and professional reviews are not established by this checklist.