

ALL DAY FENCING

Onsite quotations – *what's in my briefcase?*



Below is a list of items you will need when performing onsite quotations.

Firstly, you will need a briefcase that is durable and large enough for A4 size papers and will need to contain the following:

- Product book
- Pricebook
- Quotation forms and clipboard
- 30m measuring tape
- Digital camera (optional)
- Manilla folder marked 'Approved Jobs'
- Calculator, ruler, pens...
- Business cards, fridge magnets, brochures...

Product Book. Print a copy of the product book. The product book contains information including images on the fencing and gate products we sell. You may amend the product book to reflect the types of products you prefer. Print a copy of the product book and take to Officeworks or similar to have bound. Show your clients a picture of the fence they require.

Pricebook. Print a copy of the pricebook and take to Officeworks (or similar) to have bound. The prices are calculated at per metre rates. The rates per metre increase for fences under 8m. Let the client see you refer to the pricebook and let them know you work to set rates. This will secure referral work at per metre rates without the need of another site visit.

Quote forms. Print some quote forms and keep in your briefcase. Select the most relevant form for the type of fence you are quoting on. Where possible always write the quote out on the spot. For most jobs, you should be able to measure a fence and write out a quote in 15 minutes. When finished, kindly excuse yourself to attend your next quotation, (even if you don't have one!).

Show the product book, refer to the pricebook, write out the quote and get the job!

All Books and forms required can be copied from the members area.