

QUOTE REQUEST FORM

Physical Layer 1 cleanup, cable management, mounting, labeling, and authorized obsolete-equipment removal.

This form helps us prepare a quotation. It does not authorize work, removal, disconnection, disposal, or an outage.

1. Customer and Site Information

Company	_____
Primary contact	_____
Email / phone	_____
Service address	_____
Property type	☐ Office ☐ Apartment ☐ Retail ☐ Residential ☐ Other: _____
On-site contact	_____

2. Requested Assessment

Areas to assess

☐ MDF / main equipment room	☐ IDF / secondary closet
☐ Server or network room	☐ Closed network cabinet
☐ Telephone / demarcation area	☐ Security-camera equipment area
☐ Wall-mounted equipment	☐ Other: _____

Services of interest

☐ Cable tracing and identification	☐ Cable labeling and documentation
☐ Cable bundling and routing	☐ Rack / cabinet cleanup
☐ Mounting loose hardware	☐ Patch-panel organization
☐ Abandoned cable removal	☐ Obsolete equipment removal
☐ Recycling / destruction quote	☐ Photo documentation

3. Existing Infrastructure

Room / cabinet count	_____
Carrier providers	_____
Critical systems	_____
Security systems	_____

Existing IT vendor	_____
Known hazards	_____

Equipment and cabling present

☐ LAN / Ethernet	☐ Telephone / PSTN
☐ Security camera	☐ Fiber optic
☐ Routers / modems	☐ Network switches
☐ Patch panels	☐ Wireless access points
☐ NVR / camera recorder	☐ UPS / power equipment
☐ Unknown equipment	☐ Carrier-owned equipment

4. Removal and Disposal

Potential removals	_____ _____
Ownership confirmed by	_____
Data-bearing items?	☐ No ☐ Yes ☐ Unknown
Preferred disposition	☐ Leave on site ☐ Recycle ☐ Destroy ☐ Quote options
Chain-of-custody needs	_____

Important: No item will be removed without written authorization. Certified destruction and data sanitization must be specifically quoted.

5. Operational and Outage Planning

Business hours	_____
Maintenance window	_____
Notice required	☐ 24 hours ☐ 48 hours ☐ 72 hours ☐ Other: _____
Must-remain-online systems	_____
Outage approver	_____

6. Site Access and Safety

Site requirements

☐ Escort required	☐ Visitor badge required
☐ Insurance certificate required	☐ Parking restrictions
☐ Tenant notice required	☐ Landlord approval required
☐ Ladder / lift restrictions	☐ Dust / noise restrictions

Access instructions	_____
Environmental concerns	_____

7. Scheduling and Budget

Desired assessment	_____
Desired completion	_____
Budget range	☐ Under \$1,000 ☐ \$1,000-\$2,500 ☐ \$2,500-\$5,000 ☐ \$5,000+ ☐ Unknown
Decision-maker	_____
Purchase order?	☐ No ☐ Yes

8. Supporting Information

Photos	☐ Available ☐ Not available ☐ Assessment required
Plans / diagrams	☐ Available ☐ Not available
Portfolio preference	☐ Anonymized use permitted ☐ Written opt-out requested

9. Additional Notes

10. Requester Acknowledgment

I confirm that the information provided is accurate and that I am authorized to request an assessment. I understand that this form is not a quotation, contract, removal authorization, outage approval, or permission to begin work.

Name / title	_____
Signature	_____
Date	_____

Return completed forms by email to andrew@syslinktx.com