

ATTENTION: All Total Door Distributors/Sales Reps

DATE:

REGARDING: Requirements for Factory Quotes

In order to efficiently and properly manage the increased number of requests for quote, we ask that you provide the following:

- Specifications
- Hardware schedule
- Door schedule
- Floor plans, **identifying each of the openings**

We are requiring this information to ensure the Total Door System is properly configured for your customer's application and meets their requirements.

Thank you for your cooperation.