

**ATTENTION: All Total Door Distributors/Sales Reps**

**DATE: September 2019**

**REGARDING: Requirements for Factory Quotes – Update**

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

Submit request to [orders@totaldoor.com](mailto:orders@totaldoor.com)

The subject line of the email should be: “Project Name” Quote

The body of the email should include:

- Specifications (including door finish)
- Hardware schedule
- Door schedule, identifying each of the openings
- Floor plans, identifying each of the openings

We are requesting 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.