Dear ………..

Thank you for your phone/email enquiry.

To provide you with a quick response, please confirm the following information, which will assist us and ensure that we allocate the correct design engineer for your enquiry. We can then arrange for an engineer to attend site and carry out a survey free of charge, which is required in order to provide an accurate quotation.

|  |  |
| --- | --- |
| Full name |  |
| Full postal address |  |
| Contact phone number |  |
| Will there be parking facilities available? |  |
| What type of property do you have? E.g.* Shop
* Office
* Warehouse
* Surgery
* School
 |  |
| How many AC units are you looking to install, and in which rooms? |  |
| Do you require a quote for the electrical works? |  |
| Do you have a date for install? |  |
| Budget (if known): |  |

We look forward to hearing back from you.