



The Maintenance Solution Innovator

**Laboratory Contact Information:** **Quote Request**

Plant Code:	
Laboratory Name:	
Address:	
Laboratory Contact Name:	
Phone Number:	
E-Mail Address:	
Number of Contracts or Asset Lists attached:	

**Supplier Contact Information:**

Local Contact:	
Address:	
City, State, Zip	
Phone Number:	
Corporate Contact:	
Address:	
City, State, Zip	
Phone Number:	

**Equipment Information:**

Manufacturer:	
Model Number:	
Equipment Description: (list any accessories)	
Serial Number:	
Purchase Cost:	
Equipment Location:	
Service Vendor:	
Contract Number:	

**Equipment Effective Date:**

Contract Effective Date:	
Contact Expiration Date:	
Multi year Contract Dates for Coverage: <b>If you want this for multiple years please provide the number of years.</b>	
Warranty <b>End</b> Date:	
Attachments:	

**Please attach current P.O. and include all contract documents with this quote request.**

Submit all quote request to:  
Specialty Underwriters at: [adefina@su-group.com](mailto:adefina@su-group.com)  
Phone: (800) 558-9910  
Fax: (414) 281-1111  
Mail: Specialty Underwriters LLC  
9667 South 20<sup>th</sup> Street  
Oak Creek, WI 53154

# Quote Procedures

Specialty Underwriters will complete standard quotes no later than 10 business days after receipt of the quote request and **Proper Documentation** (see below) from the requesting Laboratory.

For all quote requests please attach the proper documentation as follows:

- 1) **Maintenance Agreement**
  - Existing Purchase Order with all attachments
  - Current Maintenance Terms and Conditions (Including Current Cost)
  - Equipment Schedule to include; Make, Model, Serial Number, Brief Description, Equipment Location, Plant Code
  
- 2) **Time & Materials**
  - Schedule of Equipment to include; Make, Model, Serial Number, Brief Description, Equipment Location, Plant Code
  - Equipment Purchase Data to include; Purchase Cost and Purchase Date
  
- 3) **Manufacture Warranty**
  - Recent Purchase Documentation to include; Purchase Date, Purchase Cost, Warranty Terms & Conditions
  - Schedule of Equipment to include; Make, Model, Serial Number, Brief Description, Equipment Location, Plant Code and (if available) Equipment Purchase Date and Cost

## **Exceptions:**

Maintenance coverage quote requests that are Large or Complex in Nature may take longer than the 10 days mentioned above. For these quotes Specialty Underwriters will give an estimated quote completion date prior to the 10 business day expiration.