



RFQ SUBMITTAL [From _____]

RFQ Submit to IMSS Date: _____; Staff _____; Client required quote date: _____

Est. M.R. Delivery date: _____; Est. Production Delivery date: _____

Hotel and Ownership: Hotel New Building: Yes/No Remodel: Yes/No

Hotel Name: _____ Target Open Date: _____

Hotel Address: City: _____

Ship to Address: _____

Purchasing Firm (if you have at this time):

P.A. Firm: _____

Project Manager: _____ Phone: _____

Email: _____

Design Firm (if you have at this time):

Design Firm: _____

Designer: _____ Phone: _____

Email: _____

Scope: (circle one) Model Room / Guestrooms / Suites / Lobby / Vanities / Others: _____

Project Information:

Room QTY: _____ # of Pieces: _____

RFQ Date to IMSS: _____ Quote Due Date: _____ Quote sent date: _____

Quote Revised Date: _____ Others: _____

Brand Review Date: _____ Projected Hotel Open Date: _____

Case goods Delivery Date: _____

Freight:

Freight Quote Ocean: _____ Airfreight: _____

Designated Freight Forwarder If Any: _____

Phone: _____ Email: _____

Delivery Address or Zip Code _____

Shop Drawings:

Shop Drawings Requested Date: _____ Rec'd From Factory Date: _____

IMSS Sent to Client date: _____ Rec'd From Client Date: _____

Revised Sent Date: _____ Approved Date: _____

Model Room:

Model Room Due Date: _____ Responsible Party: _____

Finish Samples:

Requested From Client Date: _____ Received From Client Date: _____

Finish Samples Sent to China Date: _____ IMSS Equivalents Sent To Client Date: _____

Approved Date: _____

Fabric:

Item: _____ Yardage Needed: _____ Order Date: _____ Rec'd Date: _____

Fabric Manufacturer: _____ Sent to China Date: _____

COMMENTS: (Use 2nd sheet if necessary) :