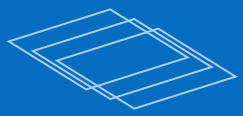
HEXAD GLASS

Curtain Wall Glass Quote Checklist



For project teams preparing and comparing glass quotes

Project _____ **Drawing revision** _____

01 What to send for a quote

- ☐ **Glass schedule and drawings**
  Include the drawing revision, glass IDs, dimensions and quantities by size.
- ☐ **Size basis and glass makeup**
  Mark finished sizes or frame openings. List each pane, the cavity and the Low-E model and surface.
- ☐ **Details still under review**
  Flag pending items by glass ID. For a budget estimate, ask what assumptions the price uses.

02 What to check when comparing quotes

- ☐ **Same glass and fabrication**
  Match the revision, sizes, quantities, glass makeup, edgework, holes and cutouts.
- ☐ **Alternatives listed separately**
  Ask for the original and proposed glass on separate lines, with the changes shown.
- ☐ **Same pricing and delivery basis**
  Check currency, price unit, packing, freight, delivery terms and when lead time starts.

03 What to confirm before production

- ☐ **Approved sizes and fabrication drawings**
  Check finished sizes, exact quantities and the latest approved details for holes and edges.
- ☐ **Samples, acceptance and delivery**
  Agree on approved samples, tolerances, required reports, crate labels and delivery batches.

Only have preliminary drawings?

Start with the glass IDs you need priced first. Mark any sizes or details still pending.