

WHAT TO EXPECT WHEN YOU SUBMIT YOUR ESTIMATE

1 Submit your estimate request using UNT Facilities work order system

The screenshot shows a web form for submitting an estimate request. The fields are: Campus (dropdown), Building (dropdown), Area (text input with a note: "such as parking lots, choose 'General Locations'"), Name (text input), Phone # (text input), E-mail Address (text input), Repair Center (dropdown with "FF - UNT Facilities" selected), Chart String (text input), and Request (text area). Below the form is a "Browse..." button with "No file selected." and a green "Submit" button.

2 # Once an estimate request is SUBMITTED it will be given a distinctive ID number and be sent for assignment.

3 The Facilities Work Review Panel meets weekly to assign the estimate requests to the appropriate internal estimator.

4 Your estimator will contact you to set up a site meeting to discuss your project.

5 Your estimator will meet with you for an in person consultation at the location of the proposed project

6 Your estimator will create your estimate using industry standards, professional estimating resources, and subject matter experts.

7 Your estimate is delivered to you via email