

TAKE-OFF SERVICES CHECKLIST

Brady Account Manager _____ Project Name _____

Date Submitted _____ Date Take-off Needed _____ Date Project Needed _____

Contact Name _____ Company _____

Email _____ Phone _____

Please enclose the following information required to complete your Take-Off: (Check each document supplied)

1. ☐ **Drawings:** complete set of contract PDF drawings including scale with dimensions and piping legends
(Please provide updated construction drawings if changes have been made since contract drawings issued.)
2. ☐ **Specifications:** applicable to any parts of the project for which Take-Off is requested
3. ☐ **Piping Insulation Schedules:** for each system
4. Number of floors required: _____
5. Is special project packaging needed? (If yes please provide detail). ☐ No ☐ Yes _____
6. Is a submittal package required? ☐ No ☐ Yes
7. If this is an add-on project, should we include ☐ Existing and new or ☐ New only drawings and bill of materials?

**ASME/ANSI A13.1 standard colors, sizes and locations will be used unless specified otherwise.*

What is your company responsible for/what are we estimating? (Check all that apply)

- | | |
|---|--|
| ☐ Mechanical/HVAC | ☐ Mechanical Piping |
| ☐ Domestic Plumbing | ☐ Fire Suppression |
| ☐ Electrical | ☐ Signage (choose one): ☐ Interior ☐ Exterior |
| ☐ Other (Please specify) _____ | |

What products will your project need? (Check all that apply)

- | |
|---|
| ☐ Pipe Markers (choose one): ☐ Pre-Coiled B-915 ☐ Self-Adhesive B-946 ☐ Wrap-Around B-689 ☐ Pipe Stencils ☐ Other |
| ☐ Duct Markers (choose one): ☐ Self-Adhesive Vinyl ☐ Duct Stencils ☐ Multi-layer Engraved Plastic ☐ Other |
| ☐ Valve Tags (choose one): ☐ Brass ☐ Aluminum ☐ Stainless Steel ☐ Plastic ☐ Other |
| ☐ Medical Gas |
| ☐ Equipment Nameplates |
| ☐ Other (Please specify) _____ |

Additional Information:

Take-Off Services are free when products are purchased through Brady. If a take-off is completed for you but the products are not purchased through Brady, you will be charged \$135 per hour for services rendered.

Please sign to acknowledge and agree to the above statements: _____