

**RFQ PROCESSING FOR WIDE-FORMAT PRINT SHOPS**

# 30-60 MINUTES PER RFQ. MULTIPLIED BY YOUR MONTHLY VOLUME.

Most wide-format print shops spend hours every week cleaning up RFQs before they can even quote. Forwarded chains. Vague dimensions. Substrate hedging. Multiple deliverables in one ask.

- 01 Read the forwarded thread.
- 02 Separate every deliverable.
- 03 Normalize dimensions, quantities, and materials.
- 04 Flag missing details.
- 05 Build the first quote framework.

**INPUT - WHAT WE RECEIVE**
MESSY INBOX ARTIFACT

Search mail

< Lakeside Brewhouse grand opening signage Inbox

**M** **Maya Santos** <maya@lakesidebrewhouse.example>  
to estimates

Oct 8, 9:14 AM

Hey - can you quote signage for the Lakeside Brewhouse opening?

Need the big banner over the patio, maybe 2' **Vague dimensions** actually once the awning gets measured.

Also **3 or 4 of those pull-up things** near the entrance, some foam boards for menu specials, and **make window decals if the glass is ready.**

**Qty hedging** **not sure on the material.** Whatever holds up outside and does not glare too much in photos.

Can we have it all **before the grand opening at the end of October?** **Substrate hedging**

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----- Forwarded message -----  
From: Colin Rivera <colin@example.com>  
Date: Tue, Oct 7, 4:38 PM

**Forward chain** signage help

Attached is the flyer and rough floor plan from the owner. It is not final, but it should be close enough to price.

PDF
signage-notes.pdf  
428 KB

STRUCTURED IN  
**UNDER  
5  
MINUTES**  
→

**OUTPUT - WHAT WE RETURN**
QUOTE-READY PACKET

**GFQ**
Ready for estimator review

LAKESIDE BREWHOUSE SIGNAGE PACKET

<b>PROJECT SUMMARY</b>	<b>RATE INPUTS</b>
Grand opening signage package with exterior and interior deliverables.	[populated from your shop's rates]

<b>LINE ITEMS</b>	Separated from one email
ITEM	NOTES
Patio banner	Confirm finished width: 22-30 ft range. shop rates
Pull-up stands	Qty range: 3-4 units near entrance. shop rates
Foam-core menus	Menu-special boards for interior placement. shop rates
Window decals	Conditional on glass readiness. shop rates

<b>MATERIAL BREAKDOWN</b>	Estimator-ready assumptions
Exterior banner: confirm vinyl weight and finishing.	Pull-ups: standard retractable stands assumed.
Foam-core: indoor menu boards.	

<b>SUGGESTED MARGIN + SOURCING</b>	Compact quote notes
Margin: [populated from your shop's rates]	Vendor notes: banner stock, stands, decal film.

<b>MISSING-INFO FLAGS</b>	Questions before final quote
Final banner dimensions.	Confirmed pull-up quantity.
Exterior material preference.	Exact delivery deadline.

## WHAT THIS SAVES YOU

If your shop's effective hourly rate is above \$75, GFQ pays for itself on every RFQ. The more you process, the steeper the math tilts in your favor.

TIME SAVED PER RFQ

30-60 MIN

PER-RFQ COST AT TYPICAL PRICING

~\$75

BREAKEVEN HOURLY RATE

\$75-150/HR

FORWARD US A RECENT RFQ FROM YOUR INBOX.

Full packet back within the hour. No commitment. No setup fee for the test.

rfq@getfabquotes.com