



CLIENT QUESTIONNAIRE

Project Number

Franchise ID

Customer
Number

Brand

CLIENT CONTACT INFORMATION

Name

Hotel Address

Phone

Email

GENERAL CONTRACTOR CONTACT INFORMATION

Name

Hotel Address

Phone

Email

ARTWORK CONSULTATION NOTES

WINDOW TREATMENT CONSULTATION NOTES

Window Field Measure Required

Window Treatment Style: Roller Shades,
Drapery, or Both?

Installation details: Window draw
direction? Roller shades (inside or
outside mount)? Ceiling mount or Wall
mounted?

PROCUREMENT & INSTALLATION SCHEDULE



What is your construction timeline?

Installation sequence of specific materials and products?

For delivery, is there a separate receiving location on the premises? E.g. Back door

What are the operating hours of the construction site for deliveries? Are appointments required?

Does your property have a loading dock, ramp, lift gate, forklift, delivery entrance or elevator?

Can they accept a 53' trailer?

Special delivery request?

IS THE DELIVERY ADDRESS THE SAME AS THE HOTEL ADDRESS?

CONFIRM POINT OF CONTACT FOR DELIVERIES (NAME, PHONE & EMAIL) - *CAROLE & FREIGHT COMPANIES WILL REACH OUT TO THEM*

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