

Please download the form and save locally before filling out. Information will not save on the form when filled out in your browser.

SALES PERSON\* (REQUIRED FIELD)

JOB NUMBER (OFFICE USE ONLY)

## CLIENT INFO

CLIENT COMPANY\*

CLIENT NAME\*

CONTACT NUMBER\*

EMAIL ADDRESS\*

## PROJECT INFO

PROJECT TITLE

LIFE SPAN\*

BUDGET

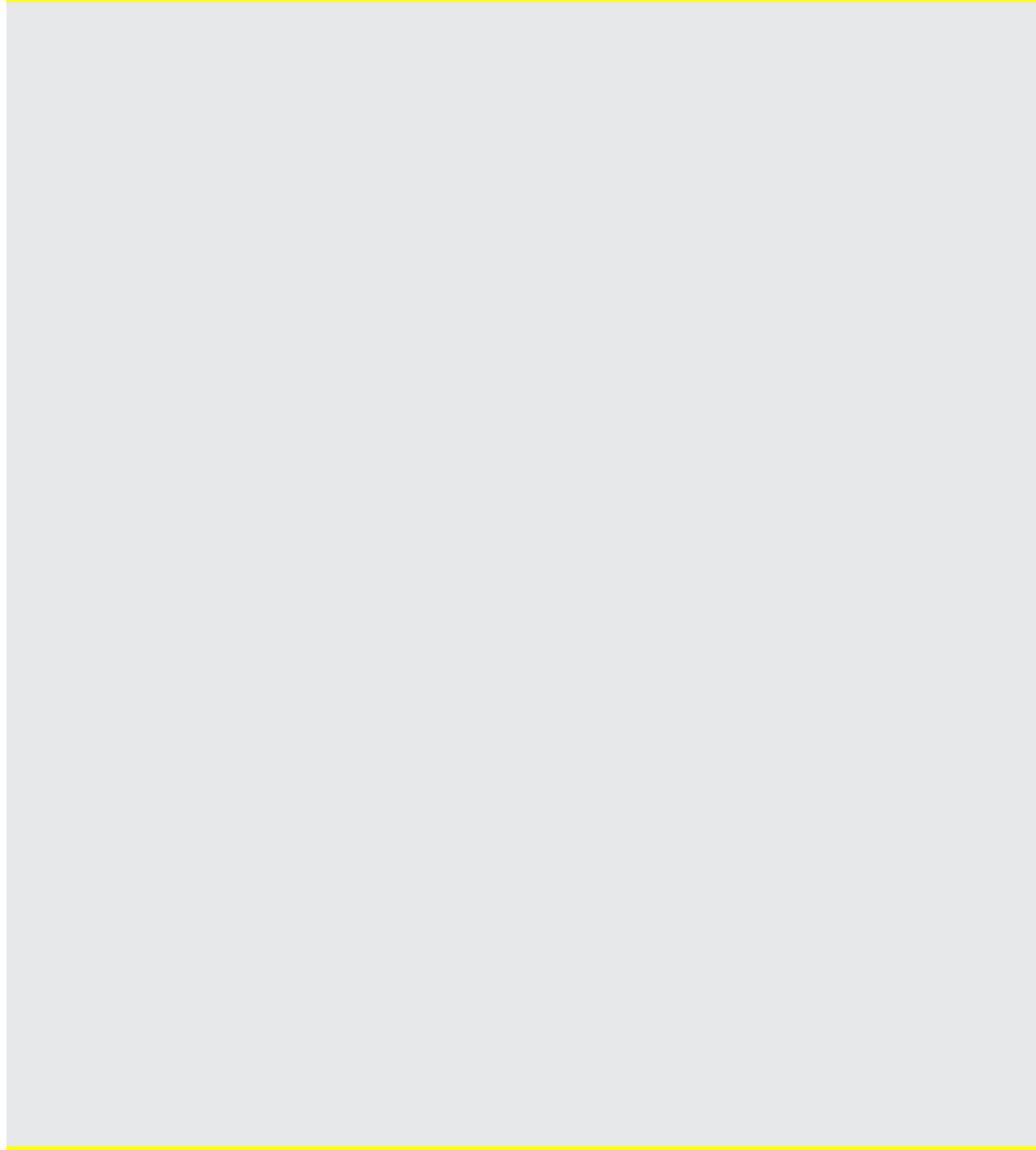
INSTALL/ LIVE DATE\*

## BRIEF OVERVIEW

Continue on next page

*Thank you*

## BRIEF OVERVIEW



\*fill out the brief overview section of a second Briefing Sheet if more space is required and then combine with your initial Briefing Sheet.

*Thank you*

## ITEM ONE

PROJECT TITLE	ITEM LIVE DATE (IF REQ)	QUANTITY
PREFERRED STOCK	STOCK THICKNESS	
WIDTH	DEPTH	HEIGHT

**DESCRIPTION**

**UPLOAD FILES**

\*Sending files to Dashing under 14MB can be sent by email, over 14MB can be uploaded via our secure Dashing sharefile network <https://dashinggroup.sharefile.com/share/#/filedrop>

## ITEM TWO

PROJECT TITLE	ITEM LIVE DATE (IF REQ)	QUANTITY
PREFERRED STOCK	STOCK THICKNESS	
WIDTH	DEPTH	HEIGHT

**DESCRIPTION**

**UPLOAD FILES**

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## ITEM THREE

PROJECT TITLE	ITEM LIVE DATE (IF REQ)	QUANTITY
PREFERRED STOCK	STOCK THICKNESS	
WIDTH	DEPTH	HEIGHT

DESCRIPTION

UPLOAD FILES	
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\*Sending files to Dashing under 14MB can be sent by email, over 14MB can be uploaded via our secure Dashing sharefile network <https://dashinggroup.sharefile.com/share/#/filedrop>

## ITEM FOUR

PROJECT TITLE	ITEM LIVE DATE (IF REQ)	QUANTITY
PREFERRED STOCK	STOCK THICKNESS	
WIDTH	DEPTH	HEIGHT

DESCRIPTION

UPLOAD FILES	
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\*\*Fill out the items section of a second Briefing Sheet if more items are required and combine with your initial Briefing Sheet.

*Thank you*