

**WICKS ORGAN COMPANY, HIGHLAND, ILLINOIS**

**BUILDING & ORGAN PLACEMENT DATA WORKSHEET** [Sales Director's report when requesting a proposal] 6/2009

*Please complete every applicable item. If you need more space, use other side. Sign and date at end of form.*

Customer Name.....

Customer City..... State..... ZIP.....

Contact: Name..... Title..... Phone.....

Describe type of organ project.....[continue on back]

THIS PROJECT INVOLVES A NEW BUILDING OR RECONSTRUCTION OF EXISTING BUILDING

THIS PROJECT WILL BE IN EXISTING BUILDING, EITHER UNCHANGED OR REFURBISHED

When is completion scheduled?..... How old is existing building?.....

General description of what is being done with Building.....  
..... [continue on back]

Describe shape of Auditorium.....

Dimensions (feet): L..... W..... H (side)..... H (center)..... Est. ave. ht..... How many seats?.....

Materials: walls..... floor..... ceiling.....

Reverb. Time.....Sec.  Actual  Promised Seating:  Chairs  Pews  Hard  Padded Seats  Padded Backs

Describe location of proposed organ in building.....

..... What about tonal egress?.....

Where will console be?..... Will it be movable?  Yes.  No.

How far from pipes?..... What parts of organ will be exposed?.....

Unenclosed?..... Enclosed?.....

Describe organ spaces Customer is providing..... [continue on back]

Will we supply Expression Boxes?  Yes. How many?..... For what?.....  No.

Will we build Casework?  Yes. Please describe it.....

.....  No. Customer's special instructions.....

..... [continue on back]

Will there be façade pipes?  Yes.  No. Will they be speaking?  Yes.  No. Please describe number, size, appearance

desired, material and finish..... [continue on back]

Installation details: Pipes will be installed:  on main floor.  on second floor.  in balcony.  in attic.  elevated.

Are stairways involved?  Yes.  No. Please describe them.....

Organ platform?  Yes. Provided:  by customer.  by Wicks.  No. (Wicks does not supply nor install any steelwork).

Will installers need: Scaffolding?  Yes.  No. Hoist?  Yes.  No. Riggers?  Yes.  No.

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Describe storage space for organ parts.....

How far is it from organ location?..... How far to work area and tool storage?.....

Any restrictions on truck parking at Customer's building?.....

What hours can installers work during installation (or removal)?.....

Anything else that might delay or restrict installation time?.....

(For installation) Cost of living in area:  Below average.  Average.  Above average.  Very high.

Anything else that needs to be included in a proposal?.....

.....[continue below]

Voltage/Phase for Blower.....  not yet available---will be available on (date).....

Architect's drawings are  attached;  not yet available---will be available on (date).....

My drawings with dimensions are attached; dimensions are  measured as built.  as promised.  only approximate.

When will it be possible to take field measurements of the finished organ spaces?..... Who will do

this?..... Who makes arrangements?.....

**Continued items:**

I understand that if I do not provide accurate information when needed and requested, Wicks will have to proceed using their records and the best information they have. I am responsible for any errors this causes.

Signature..... Date.....