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**Instructions**

The TAC requires that all requests for customised equipment be submitted on the *Assistive technology assessment and recommendations* form and be accompanied by a standardised quote. The TAC will accept a standardised quote either in the template provided below or in the equipment supplier’s current business format, provided the information requested in the standardised quote template is supplied.

Failure to provide the required standardised quote information will result in the *Assistive technology assessment and recommendations* formbeing returned, resulting in delays for the client receiving the equipment.

What is a standardised quote?

This is an itemised quote that contains the standard/base piece of equipment and all the components or modifications required to make up the final customised item. All the components and modifications must be itemised and have detailed specifications including all dimensions (length, width and shape).

Why is a standardised quote required?

* Assists in the process and timeframes for decision making if the claims manager has clear concise information.
* Assists in identifying manufacturing, prescribing or set up errors.
* Assists in the streamlining of payment to equipment suppliers.

Who submits the standardised quote?

The standardised quote is created by the equipment supplier as part of the equipment trial process and is given to the client’s treater to submit with the *Assistive technology assessment and recommendations* form*.*

**Section 1**

**SUPPLIER details**

|  |  |
| --- | --- |
| Supplier name |   |

|  |  |
| --- | --- |
| Contact person first name |   |

|  |  |
| --- | --- |
| Contact person last name |   |

|  |  |
| --- | --- |
| Street name and number |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Suburb/Town |   | State |   | Post code |   |

|  |  |
| --- | --- |
| Phone number |   |

|  |  |
| --- | --- |
| Fax number |   |

|  |  |
| --- | --- |
| Email address |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Quote number |   | Date quote is valid to |  / /  |

**Section 2**

**TAC CLIENT details**

|  |  |
| --- | --- |
| First name |   |

|  |  |
| --- | --- |
| Last name |   |

|  |  |
| --- | --- |
| TAC claim number |   |

|  |  |
| --- | --- |
| Delivery contact person |   |

|  |  |
| --- | --- |
| Delivery contact phone number |   |

|  |  |
| --- | --- |
| Delivery street name and number |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Delivery suburb/town |   | State |   | Post code |   |

**Section 3**

**Prescriber details**

|  |  |
| --- | --- |
| Prescriber first name |   |

|  |  |
| --- | --- |
| Prescriber last name |   |

|  |  |
| --- | --- |
| Discipline |   |

|  |  |
| --- | --- |
| Street name and number |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Suburb/Town |   | State |   | Post code |   |

|  |  |
| --- | --- |
| Phone number |   |

|  |  |
| --- | --- |
| Fax number |   |

|  |  |
| --- | --- |
| Email address |   |

**Section 4**

**Delivery details**

Delivery instructions

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|  |  |
| --- | --- |
| Estimated delivery timeframe |   |

**Section 5**

**Equipment details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item code | Equipment description (including warranty details) | Quantity | Unit Price | GST | Total  |
|   |   |   |   |   |   |
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|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   | Labour for building customised item (in hours if required) |   |   |   |   |
|   | Installation/set up (in hours if required) |   |   |   |   |
|   | Delivery |   |   |   |   |
|  |  | Total |   |   |   |

**Example of equipment details**

Below is an example of the equipment details required for a customised manual wheelchair. This is a guide to what is required in a standardised quote to ensure that the TAC has sufficient information to make an informed decision about the equipment requested.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item code | Equipment description (including warranty details) | Quantity | Unit Price | GST | Total  |
| WHL-106 | Titanium Light Weight Manual Wheelchair* Rear seat width 18”
* Front seat width 18”
* Seat depth 16”
* Front seat height 17”
* Rear seat height 16”
* Front angle 70 degrees
* Seat upholstery tension adjustable
 | 1 | $3,800.00 | $0 | $3,800.00 |
| WHLFR-01 | Flip up footrest 16” with 12” width | 1 | $250.00 | $0 | $250.00 |
| WHLB-05 | Folding Titanium Adjustable back* Locking seat back height 15”
* 4” deep backrest rigidizer bar
* Seat back angle 94degrees
* 1” centre of gravity
* 1” rear wheel spacing
* Back upholstery padded nylon black
 | 1 | $255.00 | $0 | $255.00 |
| WHLC-11 | Carbon fibre camber tube 2degrees | 1 | $180.00 | $0 | $180.00 |
| WHLFW-12 | Front wheels 4” x 1.5” litespeed billet aluminium wheel with soft roll tire back hub and standard forks | 1 | $185.00 | $0 | $185.00 |
| WHLRW-002 | Rear wheels Spinergy LX black 25” standard hub* Stainless axles quick release
 | 1 | $755.00 | $0 | $755.00 |
| TR-01 | 25” Schwable Marathon Plus Pneumatic rear tyres  | 1 | $100.00 | $0 | $100.00 |
| WHLHR-229 | Super grip hand rims | 1 | $378.00 | $0 | $378.00 |
| WHLBL-01 | Scissor lock brake left  | 1 | $100.00 | $0 | $100.00 |
| WHLBR-01 | Scissor lock brake right | 1 | $100.00 | $0 | $100.00 |
| WHLSG-22 | Side guards aluminium rigid removable (small) | 1 | $95.00 | $0 | $95.00 |
| WHLSB-00 | Seat belt Velcro adjustable | 1 | $40 | $0 | $40 |
| WHLCS-10 | Calf strap Velcro adjustable (large) | 1 | $50 | $0 | $50 |
| LN-223 | Luggage net large | 1 | $120.00 | $0 | $120.00 |
| LAB | Labour for building customised item (in hours if required) | - | $0 | $0 | $0 |
| INST/SET | Installation/set up (in hours if required) | 2 hrs | $180.00 | $0 | $180.00 |
| DEL | Delivery  | 1 | $70 | $0 | $70 |
|  |  | Total | $6658.00 | $0 | $6658.00 |