

QUOTE COMPARISON CHECKLIST

WD

BASIC INFORMATION VERIFICATION

- COMPANY NAME AND REGISTRATION NUMBER
- ASSURE OR FENSA CERTIFICATION NUMBER
- FULL BUSINESS ADDRESS (NOT JUST PO BOX)
- PUBLIC LIABILITY INSURANCE AMOUNT
- HOW LONG ESTABLISHED IN BUSINESS
- LOCAL SHOWROOM OR OFFICE LOCATION

NOTES:

DOUBLE GLAZING SPECIFICATION

FRAME COMPARISON

- UPVC WINDOWS - GRADE AND WALL THICKNESS
- TIMBER WINDOWS - WOOD SPECIES AND TREATMENT
- ALUMINIUM - THERMAL BREAK TECHNOLOGY
- COMPOSITE MATERIALS - CORE AND CLADDING SPECS
- COLOUR OPTIONS AND SURCHARGES

NOTES:

WINDOW STYLES AVAILABLE

- CASEMENT WINDOWS - SIDE/TOP HUNG OPTIONS
- SASH WINDOW - TRADITIONAL OR TILT FACILITY
- TILT AND TURN WINDOWS - GERMAN OR UK MANUFACTURE
- BAY/BOW WINDOWS - CONFIGURATION OPTIONS
- BESPOKE SHAPES AND SIZES

NOTES:

GLAZING OPTIONS

- DOUBLE GLAZED WINDOWS - CAVITY SIZE (16MM/20MM/24MM)
- TRIPLE GLAZING - TWO CAVITY CONFIGURATION
- GLASS TYPE - TOUGHENED/LAMINATED REQUIREMENTS
- LOW-E COATINGS - SOFT OR HARD COAT
- GAS FILLS - ARGON/KRYPTON OPTIONS
- SPACER BARS - WARM EDGE TECHNOLOGY

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ENERGY EFFICIENCY RATINGS

- ☐ WINDOW ENERGY RATING (A++ TO E SCALE)
- ☐ U-VALUE PERFORMANCE (LOWER = BETTER)
- ☐ SOLAR HEAT GAIN COEFFICIENT
- ☐ AIR PERMEABILITY RATING
- ☐ IMPACT ON ENERGY BILLS REDUCTION

NOTES:

GLAZING QUOTE PRICE BREAKDOWN

MATERIAL COSTS

- ☐ FRAME COST PER LINEAR METRE
- ☐ GLASS UNIT COSTS PER M²
- ☐ HARDWARE AND LOCKING SYSTEMS
- ☐ SILLS AND TRIMS INCLUDED
- ☐ WEATHER SEALS AND GASKETS

NOTES:

INSTALLATION SERVICES

- ☐ OLD WINDOW REMOVAL INCLUDED
- ☐ STRUCTURAL OPENING MODIFICATIONS
- ☐ INTERNAL FINISHING AND DECORATION
- ☐ EXTERNAL POINTING AND SEALING
- ☐ WASTE REMOVAL AND DISPOSAL
- ☐ BUILDING REGULATIONS COMPLIANCE

NOTES:

ADDITIONAL SERVICES

- ☐ FREE NO OBLIGATION QUOTE PROVIDED
- ☐ HOME SURVEY AND MEASUREMENT SERVICE
- ☐ PLANNING PERMISSION ASSISTANCE
- ☐ SCAFFOLDING REQUIREMENTS AND COSTS
- ☐ POST-INSTALLATION CLEANING

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DOUBLE GLAZING COMPANY COMPARISON

COMPANY CREDENTIALS

- ☐ YEARS IN BUSINESS LOCALLY
- ☐ ASSURE OR FENSA REGISTERED INSTALLER
- ☐ GGF (GLASS & GLAZING FEDERATION) MEMBER
- ☐ WHICH? TRUSTED TRADER STATUS
- ☐ TRUSTMARK GOVERNMENT ENDORSED
- ☐ LOCAL AUTHORITY APPROVED CONTRACTOR

MANUFACTURING STANDARDS

- ☐ BS EN WINDOW STANDARDS COMPLIANCE
- ☐ CE MARKING ON ALL PRODUCTS
- ☐ PAS 24:2016 SECURITY STANDARDS
- ☐ QUALITY CONTROL PROCESSES
- ☐ FACTORY AUDIT CERTIFICATIONS

INSTALLATION STANDARDS

- ☐ SKILLED INSTALLER CERTIFICATION
- ☐ INSTALLATION TO BS 8213-4 STANDARDS
- ☐ SITE SAFETY PROCEDURES
- ☐ CLEAN INSTALLATION GUARANTEE
- ☐ POST-INSTALLATION INSPECTION PROCESS

ONLINE QUOTE ACCURACY

- ☐ MATCHES DETAILED HOME SURVEY FINDINGS
- ☐ ALL EXTRAS CLEARLY ITEMISED
- ☐ NO HIDDEN COSTS AFTER MEASUREMENT
- ☐ REALISTIC DELIVERY TIMEFRAMES
- ☐ INSTALLATION SCHEDULING ACCURACY

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DIGITAL DOCUMENTATION

- ☐ DETAILED WRITTEN SPECIFICATION
- ☐ TECHNICAL DRAWINGS PROVIDED
- ☐ ENERGY PERFORMANCE CERTIFICATES
- ☐ WARRANTY DOCUMENTATION
- ☐ CARE AND MAINTENANCE GUIDES

NOTES:

WARRANTIES AND GUARANTEES

PRODUCT WARRANTIES

- ☐ FRAME GUARANTEE PERIOD (TYPICALLY 10+ YEARS)
- ☐ SEALED UNIT WARRANTY (5-10 YEARS)
- ☐ HARDWARE WARRANTY (1-2 YEARS)
- ☐ PAINT/COLOUR GUARANTEE
- ☐ SECURITY LOCK WARRANTIES

NOTES:

INSTALLATION GUARANTEES

- ☐ WORKMANSHIP WARRANTY PERIOD
- ☐ WEATHER SEAL GUARANTEE
- ☐ INSTALLATION DEFECT COVERAGE
- ☐ CALL-BACK SERVICE PROVISION
- ☐ ANNUAL MAINTENANCE OPTIONS

NOTES:

INSURANCE BACKED WARRANTIES

- ☐ INDEPENDENT WARRANTY PROVIDER
- ☐ COVER CONTINUATION IF COMPANY CLOSES
- ☐ CLAIMS PROCESS EXPLANATION
- ☐ TRANSFER TO NEW PROPERTY OWNERS

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PAYMENT AND CONTRACT TERMS

PAYMENT SCHEDULE

- ☐ DEPOSIT AMOUNT (MAX 10 - 50%)
- ☐ STAGE PAYMENT STRUCTURE
- ☐ FINAL PAYMENT TERMS
- ☐ PAYMENT METHOD OPTIONS
- ☐ RECEIPT AND INVOICE PROVISION

NOTES:

CONTRACT PROTECTION

- ☐ 14-DAY COOLING OFF PERIOD
- ☐ CANCELLATION RIGHTS EXPLANATION
- ☐ CONSUMER CREDIT ACT PROTECTION
- ☐ DISPUTE RESOLUTION PROCEDURES
- ☐ TERMS AND CONDITIONS CLARITY

NOTES:

DOUBLE GLAZING INSTALLED QUALITY CHECKS

PRE-INSTALLATION

- ☐ SITE SURVEY ACCURACY CONFIRMED
- ☐ MATERIALS DELIVERED MATCH THE SPECIFICATION
- ☐ INSTALLATION TEAM CREDENTIALS VERIFIED
- ☐ PROPERTY PROTECTION MEASURES ARE IN PLACE
- ☐ NEIGHBOUR NOTIFICATION COMPLETED

NOTES:

DURING INSTALLATION

- ☐ PROFESSIONAL WORKING STANDARDS
- ☐ SAFETY PROCEDURES FOLLOWED
- ☐ MINIMAL DISRUPTION TO THE HOUSEHOLD
- ☐ DAILY CLEANUP PROCEDURES
- ☐ PROGRESS UPDATES PROVIDED

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POST-INSTALLATION

- ☐ ALL WINDOWS OPERATE CORRECTLY
- ☐ WEATHER SEALING COMPLETE AND TESTED
- ☐ INTERNAL/EXTERNAL FINISHES SATISFACTORY
- ☐ ASSURE OR FENSA CERTIFICATE ISSUED
- ☐ CARE INSTRUCTIONS PROVIDED
- ☐ CUSTOMER SATISFACTION SURVEY

HOME IMPROVEMENTS VALUE ASSESSMENT

IMMEDIATE BENEFITS

- ☐ IMPROVED THERMAL COMFORT
- ☐ REDUCED NOISE LEVELS
- ☐ ENHANCED SECURITY FEATURES
- ☐ BETTER WEATHER PROTECTION
- ☐ EASIER MAINTENANCE REQUIREMENTS

LONG-TERM VALUE

- ☐ PROPERTY VALUE INCREASE ESTIMATE
- ☐ ANNUAL ENERGY BILL SAVINGS
- ☐ MAINTENANCE COST REDUCTIONS
- ☐ INSURANCE PREMIUM IMPACTS
- ☐ RESALE MARKET APPEAL

ENVIRONMENTAL IMPACT

- ☐ CARBON FOOTPRINT REDUCTION
- ☐ RECYCLING OF OLD WINDOWS
- ☐ SUSTAINABLE MATERIAL CHOICES
- ☐ ENERGY EFFICIENCY CONTRIBUTION
- ☐ GOVERNMENT SCHEME ELIGIBILITY

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WINDOWS AND DOORS PACKAGE OPTIONS

COORDINATED STYLING

- ☐ MATCHING DOOR AND WINDOW FRAMES
- ☐ CONSISTENT COLOUR SCHEMES
- ☐ HARDWARE COORDINATION
- ☐ UNIFIED DESIGN AESTHETIC
- ☐ BULK ORDER DISCOUNTS AVAILABLE

NOTES:

COMPREHENSIVE WARRANTIES

- ☐ SINGLE WARRANTY COVERING ALL PRODUCTS
- ☐ ONE INSTALLATION TEAM RESPONSIBILITY
- ☐ COORDINATED MAINTENANCE SCHEDULES
- ☐ PACKAGE DEAL COST SAVINGS
- ☐ PROJECT MANAGEMENT SIMPLIFICATION

NOTES:

QUOTE SCORING SYSTEM OUT OF 10 FOR

- ☐ PRICE COMPETITIVENESS
- ☐ SPECIFICATION QUALITY
- ☐ COMPANY REPUTATION
- ☐ WARRANTY COVERAGE
- ☐ INSTALLATION STANDARDS
- ☐ CUSTOMER SERVICE
- ☐ LOCAL PRESENCE
- ☐ PAYMENT TERMS
- ☐ TECHNICAL EXPERTISE
- ☐ OVERALL VALUE

TOTAL SCORE: ____/100

DECISION MATRIX:

HIGHEST SCORING QUOTE: _____

BEST VALUE OPTION: _____

PREMIUM CHOICE: _____

BUDGET ALTERNATIVE: _____

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⚠️ DISCLAIMER

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