

# EQUIPMENT PRESCRIPTION FORM QUOTE TEMPLATE NOTES



TAC/WorkSafe requires that all requests for customised equipment be submitted on the *Equipment Prescription Form* and be accompanied by a standardised quote. TAC/WorkSafe will accept a standardised quote either in the template provided below or in the equipment suppliers 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 *Equipment Prescription Form* being returned.

## 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 treasurer to submit with the *Equipment Prescription Form*.

## Quote template

### Supplier details

Name :	Address:
Contact person name:	Phone/Fax/email:
Quote number:	Date quote is valid to:

### Client details

Name:	Address:
Claim number:	Contact person details:

### Prescriber details

Name:	Address
Discipline:	Phone/Fax/email:

### Delivery details

Delivery instructions:	Estimated delivery timeframe:
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## Equipment details (**EXAMPLE** of equipment information required for a customised manual wheelchair)

Item code	Equipment description (including warranty details)	Qty	Unit Price	GST	Total
WHL-106	Titanium Light Weight Manual Wheelchair <ul style="list-style-type: none"><li>- Rear seat width 18"</li><li>- Front seat width 18"</li><li>- Seat depth 16"</li><li>- Front seat height 17"</li><li>- Rear seat height 16"</li><li>- Front angle 70 degrees</li><li>- Seat upholstery tension adjustable</li></ul>	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	1	\$255.00	\$0	\$255.00

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	<ul style="list-style-type: none"> <li>- Locking seat back height 15"</li> <li>- 4" deep backrest rigidizer bar</li> <li>- Seat back angle 94degrees</li> <li>- 1" centre of gravity</li> <li>- 1" rear wheel spacing</li> <li>- Back upholstery padded nylon black</li> </ul>				
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

The above example is a guide to what is required in a standardised quote to ensure that the TAC/Worksafe has sufficient information to make an informed decision about the equipment requested. Failure to provide the required standardised quote information will result in the *Equipment Prescription Form* being returned which could result in possible delays for the client/worker receiving the equipment required to maximise their independence or recovery.