

IMPORTANT INSTRUCTIONS - PLEASE READ

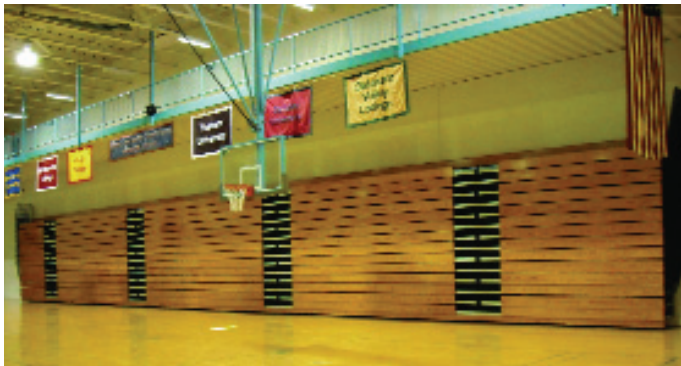
The Quick Quote form is designed to capture the critical measurements and information we need, in order to provide you with an accurate estimate. Filling out the Quick Quote form is not difficult, however we recognize that you may not be familiar with certain terms that we use to refer to bleacher parts and features. That's why these step-by-step instructions have been prepared - to "walk you through" the steps of filling out the form.

Step One - Complete the Contact Information

Print out the Quick Quote form, and complete all the information at the top right. You will need a digital camera to photograph the bleachers and a tape measure to measure the bleachers. You may also want someone who is qualified to open and close the bleachers to assist you, because we will need photos of one section of the bleachers in both the open and closed positions.

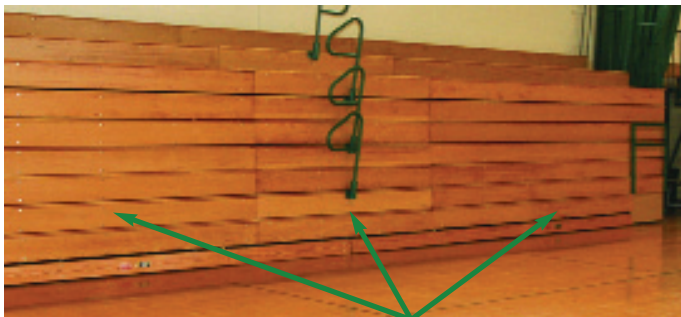
Step Two - Taking Photos

Begin by taking a wide angle photo that shows one whole side of the gym. You may want to stand in one corner and shoot diagonally, to get all the bleachers on that side in the photo. Then shoot the opposite side in the same way. If bleachers are also located on the ends, please shoot them as well.



Try to get as much of the wall of bleachers into the wide angle photo as possible, like the example here.

Next, you are going to take several photos of a single section of bleachers. We will need photos of a section of your bleachers in the open and closed position, from both the front and side.



This photo shows three "sections" in a "bank" of bleachers: The bank has 16-ft sections on the ends and a 10-ft section in the middle.

A "section" is one continuous unit of bleachers. (Often there are small gaps between the sections.) Multiple sections can be joined together in a "bank." Some bleachers can be opened section by section, other bleachers have the sections tied together, so the entire bank of multiple sections opens together.

For the purposes of the Quick Quote, you only need to photograph one section. Or if the sections are tied together, you only need to photograph one bank.

Start with a straight-on photo of the section in the closed position, like the example below.



Front of section in the closed position.

Next, shoot the closed section from the side.

Try to get all of the section, from the top to bottom, in the picture if possible.

It may be difficult to move far enough back to fit it all in the frame. Just do the best you can.



Front view of a section in the full open position.

Page 2 - Instructions

After taking the two photos in the closed position, open the bleachers and photograph the section from the front.

Then, shoot a photo of the opened bleachers from the side.



Side of bleacher section in the open position.

This is an important photo for your estimate, because it shows the understructure of the bleachers. If possible, take two photos: One that shows all of the opened bleacher section in one picture; and a second, closer photo showing what's underneath the bleachers.



Close up of bleacher section in the open position.

This completes all the photos that Bleacherman needs, namely:

- Diagonal shots showing the entire telescopic bleacher seating installation for each wall.
- Closed position, front and side
- Open position, front and side.
- Close up of the open section's understructure.

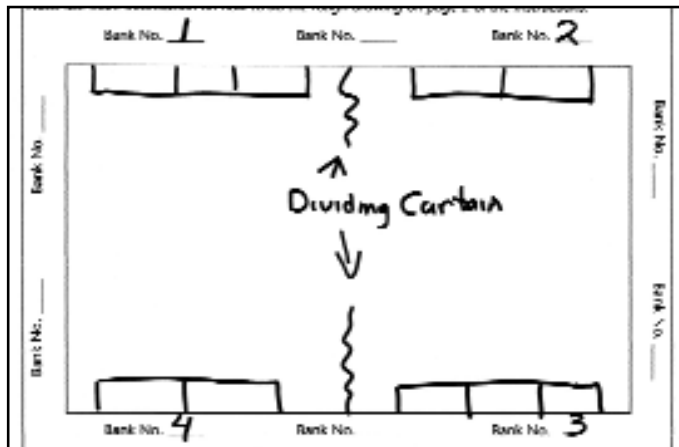
Step Three - Rough Drawing/Measurements

Page one of the Quick Quote form has space for you to make a rough drawing of the floorplan of your gym.

This schematic shows where the bleachers are located, from a bird's eye view. A simple rectangle can indicate a bank of bleachers in the closed position. Indicate sections within a bank with a vertical line separating the sections. Your drawing should also show any openings or gaps in the bleachers, such as spaces for dividing curtains, doors, etc.

Please number the banks of bleachers in sequence in a clockwise motion, starting with "Bank No. 1" in the upper left corner.

When complete, your rough drawing should look something like this:



Page two of the Quick Quote form has spaces where you will fill in how wide each section is and how many rows high each section is.

The form has space for up to six sections in a bank. Attach additional sheets if needed for more sections or banks.

Measure the width of each section for Bank 1, Bank 2, etc. and enter it on the Quick Quote form, along with the number of rows and seat count. (Many of the measurements will be repetitive.)

Section Measurements - fill in section-by-section for each bank in your rough drawing.

Bank	Section	ft wide and	ft wide and	rows high	Seat capacity	
Bank 1	Section 1 - is	16	feet wide and	9	rows high	
	Section 2 - is	10	feet wide and	9	rows high	
	Section 3 - is	16	feet wide and	9	rows high	
	Section 4 - is		feet wide and		rows high	
	Section 5 - is		feet wide and		rows high	
	Section 6 - is		feet wide and		rows high	
Bank 2	Section 1 - is	16	feet wide and	9	rows high	
	Section 2 - is	16	feet wide and	9	rows high	
	Section 3 - is		feet wide and		rows high	
	Section 4 - is		feet wide and		rows high	
	Section 5 - is		feet wide and		rows high	
	Section 6 - is		feet wide and		rows high	
Bank 3	Section 1 - is	16	feet wide and	9	rows high	
	Section 2 - is	10	feet wide and	9	rows high	
	Section 3 - is	16	feet wide and	9	rows high	
	Section 4 - is		feet wide and		rows high	
	Section 5 - is		feet wide and		rows high	
	Section 6 - is		feet wide and		rows high	
Bank 4	Section 1 - is	16	feet wide and	9	rows high	
	Section 2 - is	16	feet wide and	9	rows high	
	Section 3 - is		feet wide and		rows high	
	Section 4 - is		feet wide and		rows high	
	Section 5 - is		feet wide and		rows high	
	Section 6 - is		feet wide and		rows high	
Bank 5	Section 1 - is		feet wide and		rows high	
	Section 2 - is		feet wide and		rows high	
	Section 3 - is		feet wide and		rows high	
	Section 4 - is		feet wide and		rows high	
	Section 5 - is		feet wide and		rows high	
	Section 6 - is		feet wide and		rows high	
Bank 6	Section 1 - is		feet wide and		rows high	
	Section 2 - is		feet wide and		rows high	
	Section 3 - is		feet wide and		rows high	
	Section 4 - is		feet wide and		rows high	
	Section 5 - is		feet wide and		rows high	
	Section 6 - is		feet wide and		rows high	

(Please add measurements for additional banks as needed, on a separate sheet)

Total _____

Alter to rise measurement: 24"
 Floor to bottom of footboard measurement: 9 1/2"
 Footboard to top of seat measurement: 6 1/2"

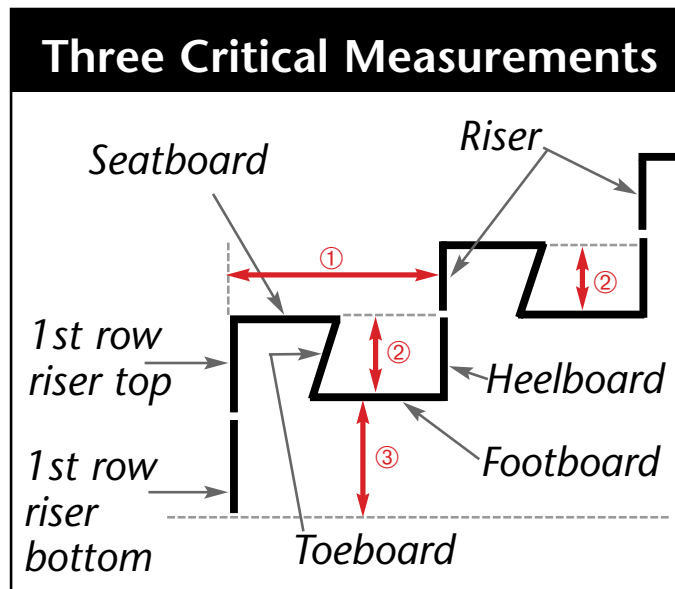
Please see "Final Critical Measurements" on Page 3 of the Quick Quote Instructions for information on the measurements at left.

Page 2 of 4 pages

Page 3 - Instructions

Three more measurements are required at the bottom of page two:

1. Measure from the front of a riser to the front of the riser in the row below (in the open position).
2. Measure from the top of the second row footboard to the top of the first row seat. Repeat the same measurement for rows 3 and up. These may vary only slightly, but is important for quoting.
3. Measure from the floor to the bottom of the footboard of the first row and enter on the form.



Step Four - Damage Locations

This next section of the Quick Quote form applies to bleachers that have damaged seats, footboards or other components that have to be replaced or repaired.

No matter what type of bleachers you have (wood, vinyl on steel, aluminum, plastic seat modules, folding chairs, etc.), please let us know of any damage that needs repair, in the "Damage Locations" section.



Cracked riser board in wood bleachers is an example of the damage to be recorded on the form.

Locate damage and record - With all the bleachers fully open, visually inspect each bank of bleachers and note any damaged/broken boards or seats that will have to be replaced.

Page three of the Quick Quote form is where you

record this information, in the "Damage Locations" section.

In order to give you the most accurate estimate possible, please be specific as to which piece may be damaged (footboard, seatboard, riser, etc.). Use the abbreviations for each type of board (S=Seatboard, F=Footboard, etc.) and list how the number of damaged boards and their length for each bank.

An example of how to fill out the "Damaged Board Locations" section appears below.

Bank No. 1		
16'	10'	16'
S 1	S 2	S 4
R 2	F 3	F 1
		H 1

This example shows that Bank 1 is made up of three sections. The first section is 16 feet in length, the second section is 10 feet and the third section is 16 feet in length.

Section 1 has 1 damaged seatboard, 2 damaged risers. Section 2 has 2 damaged seatboards, 3 damaged footboards. Section 3 has 4 damaged seatboards, 1 damaged footboard and 1 damaged heelboard.

Fill out this information for every bank of bleachers shown in your rough drawing. (Some sections may not have any damage. If that's the case, please write "No Damage" below those sections.) If you have more than eight banks of bleachers, please attach additional sheets as necessary.

Step Five - Damaged Board Totals

You will use the data recorded in "Damage Locations" and add up the totals for each board type and length in the "Damaged Board Totals."

Note: The "Damaged Board Report" section of the form is set up to include certain measurements that only apply to wood, such as board shape and thickness. If your bleachers are not wood, just leave these blank.

If the sections vary in size (such as some sections are 10 ft and others are 16 ft in length), remember to group the boards by the board length.

Enter the information in the "Damaged Board Totals" section on page three of the Quick Quote form.

An example of how to fill out the "Damaged

Page 4 - Instructions

Board Totals" section appears below. For instructional purposes, this example will use the data from the "Damage Locations" example on the previous page.

Damaged Board Totals					
TYPE	SHAPE	LENGTH	WIDTH	THICKNESS	TOTAL
S	III	16	10	1	5
S	III	10	10	1	2
F	I	10	12	1	3
F	I	16	12	1	1
H	I	16	8	1	1
R	I	16	12	3/4	2

Finally, the last step is to note any special needs or concerns in the comments section of the Quick Quote form.

Some examples of these needs and concerns are:

- Our school is replacing/refinishing our gym floor and would like to replace/refinish our bleachers at the same time.
- Our school is considering replacing the wood seats on the bleachers with plastic seats in the school colors. How much would this cost?
- Our school needs to add new features to our existing bleachers such as scorers table, video platform, end curtains, etc.
- Our school needs additional seat capacity. Please contact us to discuss ways to increase the seating capacity of our bleachers.

Whatever special needs or concerns your school may have, please describe them in detail on the Comments page. Please include a contact person's name, phone number and best time to call, in case Bleacherman needs more information.

We realize that there are many different options and seating configurations available with telescopic bleacher systems: balconies, movable banks of bleachers and so on. The Quick Quote form can not include every possible combination of these, so we ask you to please note any special features your bleachers may have in the comments section.

Send the completed form and photos to Bleacherman - What's the easiest way to get your information to Bleacherman? Most schools fax the completed Quick Quote form to Bleacherman at (518) 654-2232 and e-mail the digital photos to info@bleacherman.com. As another option, you may send the completed form and a CD of the digital photos via UPS to:

Bleacherman
 105 Mill Street
 Corinth, NY 12822
 (800) 628-1332

Please call our Toll-Free number above to arrange for **FREE UPS shipping to Bleacherman.**

Don't forget - Please provide complete contact information, including best time to call, in case we need more information for your Quick Quote. Also make sure that the name of your school is on all the material you send us. For example, your school's name should be in the subject line of any e-mail you send to Bleacherman, CDs should be labeled with your school's name, etc.

**A Special
 "THANK YOU"
 from
 Bleacherman**

We understand that there is some time and effort required to fill out the Quick Quote form properly. Thank you. We truly appreciate the opportunity to provide an estimate for your telescopic bleacher seats.

When your Quick Quote is returned from Bleacherman, it will include a coupon good for \$2,000.00 off the final price of your bleacher repairs, should you decide to go forward with the job.