

Our Quotation & Survey Process

A step-by-step guide to requesting a survey and getting the work underway

This guide explains how to request a quotation from us and what happens once you decide to go ahead – from your first enquiry through to receiving your finished survey. We aim to keep the process straightforward, and we are always happy to talk it through with you.

In short:

Send us your requirements (or call if you are unsure) and we will provide a quotation for most projects within 48 hours. Once you return the order form, we schedule the site work around your timings, carry out the survey, and issue your deliverables – with drafts available where you need to review them first.

Getting started

There are two easy ways to begin, depending on how clearly you have defined the survey you need.

If you already know what you require, simply send all the relevant information to our team and we will prepare your quotation. Helpful information includes:

- Any existing plans or drawings
- Photographs of the property or site
- Title documents
- An outline of the survey area
- Any specification documents setting out what you require

Send your enquiry to: info@interlocksurveys.co.uk — include as much detail as you can, and we will take care of the rest.

If you are not sure what you need, that's not a problem. Get in touch and we will talk through the options with you and advise on the best way to progress.

Prefer to talk it through? Call our head office on 01926 330 123. We will discuss your requirements and recommend the most suitable next steps.

Your quotation

Following your enquiry or initial consultation, we will prepare a detailed quotation for your project and deliver with an order form and our Terms & Conditions.

Typical turnaround: Quotations for most projects are provided within 48 hours of your enquiry or consultation.

Placing your order

If you are happy with the quotation and T&C, and would like to commission the survey, simply complete and return the order form provided with your quote. This confirms the agreed scope and authorises us to proceed. The order form also provides us with important information regarding site access and who we should invoice. Acceptance of our quotation constitutes acceptance of our terms and conditions

Scheduling the work

Once your order is received, we will schedule the site work around your requirements and availability, taking into account any deadlines relating to your deliverables. Where access needs to be arranged – for example with tenants, managing agents or other third parties – we can organise this through the appropriate channels on your behalf.

The site visit

On the agreed date, our surveyors attend site and carry out the survey. For a full account of what happens during a visit, please see our companion guide, What to Expect on the Day.

Processing and deliverables

After the visit, the measurements and survey data are processed and your deliverables are compiled – for example floor plans, elevations, sections, topographic plans or 3D models. Once ready, your deliverables are issued to you.

Need to review first? Where client input is required, reports and drawings can be issued in draft for your comments before we finalise them.

The process at a glance

Here is the whole journey in summary:

1. Enquiry	Send your requirements and any supporting documents, or call us to discuss your options.
2. Quotation	We provide a quotation for most projects within 48 hours.
3. Order	Complete and return the order form to commission the survey.
4. Scheduling	We arrange the site work around your timings, deadlines and any access requirements.
5. Site visit	Our surveyors attend and carry out the measured or geospatial survey.
6. Deliverables	Data is processed, deliverables are compiled and issued – in draft first where you need to review.

Questions, or ready to begin?

Whether you have a question about the process or you are ready to request a quotation, we are glad to help. Get in touch using the details below.

Telephone: 01926 330 123

Email: info@interlocksurveys.co.uk

Office hours: Monday to Friday, 0830h – 1700h

We look forward to working with you.