



367 Main Street, Suite 200
Gaithersburg, MD 20878

(301)296-3109 Phone
(301)296-3101 Fax
www.olsgogreen.com

NEW REFERRAL WORKSHEET

1. Basic Information (Please fill out as much as you can):

Company: _____

Product Location Address: _____

Point of Contact Name & Position: _____

Contact Number: _____ Email: _____

Move Out Date: _____ Lease End Date: _____

Hours of Knock Down: _____ Hours of Removal: _____

Is Building Union or Non-Union?: _____

Is there a loading dock?: _____ Height: _____

Are there freight elevators? _____ Quantity: _____ Exclusive Use Available?: Y / N

2. Liquidation Scope (Please check all that apply):

Private Office Furniture	<input type="checkbox"/>	Information Technology	<input type="checkbox"/>	UPS/PDU	<input type="checkbox"/>
Workstations	<input type="checkbox"/>	Audio Visual	<input type="checkbox"/>	MEP	<input type="checkbox"/>
Kitchen Appliances	<input type="checkbox"/>	Generators	<input type="checkbox"/>	Other	<input type="checkbox"/>

3. Decommissioning Scope (Please check all that apply):

Trash Removal	<input type="checkbox"/>	Electrical Disconnect	<input type="checkbox"/>	Security System removal	<input type="checkbox"/>
Broomsweeping	<input type="checkbox"/>	Plumbing Disconnect	<input type="checkbox"/>	Patching & Painting	<input type="checkbox"/>
Cable removal	<input type="checkbox"/>	Fire suppression	<input type="checkbox"/>	Ceiling or other repairs	<input type="checkbox"/>

Other Comments: _____

Referral Made by: _____ Company: _____

Phone Number: _____ Email: _____

Please return this form and any pictures or floor plans you might have to **Sarah Marquiss-Kropf** via email: skropf@olsgogreen.com or fax: **301.296.3101**. Visit our website for a downloadable version of this form.

We treat every tip with professionalism and can be discrete in our introduction if required. When appropriate we pay referral fees or give gift cards to restaurants, sporting events, etc. to show our appreciation when referred projects are successfully completed.