Swittch
connected cloud solutions

EMAIL QUOTATION FORM

Getting started is easy

Fill in the boxes in the form as best you can, the more information you can give us the more accurate your quotation will be. Don't worry if you do not have all the information requested, just give us what you can and we will do our best to work with that.

Although this review is designed to be conducted online you can still request a call or a meeting with us to discuss your requirements in more detail if you feel it is necessary. As always we do not apply any pressure or obligation on you.

We can also provide you with a full working demonstration of our systems at your premises if you want to take a closer look and again, as always we do not apply any pressure or obligation on you.

We do not sell, swop or share contact details with any organisations or individuals outside of Swittch.

Your Details

Your Name* (required)

Company Name* (required)

Email Address* (required)

What Product (s) are you interested in?

If you prefer the personal touch, please give your phone number and let us know the best date/time to contact you.

Your Contact Number (Optional)

Best time to call

Your Current Communications & Connectivity Set Up

What telephone system(s) are you currently using?

How many sites do you have requiring communications services?

nb. If your requirement is for a multi-site quotation, please fill in one of these forms and submit for each site.

Your Current Connectivity Set Up

How many lines are running through your telephone system?

What type of lines are they? i.e. Analogue, ISDN2, ISDN30, SIP

What other lines do you have outside of the telephone system (and how many), e.g. Alarm line, lines for PDQ machines, standalone Fax, broadband etc…?

What type of broadband does your company use and what is it used for i.e. ADSL, Fibre, Leased Line, etc...?

What Upload and Download speed are you getting?

What type of router are you using for your broadband connection?

Do you have WiFi?

If there is anything else, you can think of that you feel is important to take into consideration regarding your lines and connectivity please let us know here…

How would you rate the cost vs performance of your current broadband service…?

☐ Very Poor ☐ Poor ☐ Adequate ☐ Good ☐ Very Good

Your Current Hardware Set Up

How many Extensions (Desk phones & Cordless) are on the telephone system?

Are any of those extensions cordless, door entry, loud bells etc..?

What type of desk phones do you have?

Are they display?, Do you have buttons for every extension (DSS)?, Do you know the model type/number? If you do please let us know here...

What other equipment does your company use with your telephone system? *e.g. Headsets, Conference Units, Video Conference Units etc…*

How do you feel about your telephone system's ability to meet your CURRENT business needs?

☐Very Poor ☐Poor ☐Adequate ☐Good ☐Very Good

How do you feel about your telephone system's ability to meet your FUTURE business needs?

☐Very Poor ☐Poor ☐Adequate ☐Good ☐Very Good

Is there any functionality that you need that is not provided by your current telephone system?

If there is anything else you can think of that you feel is important to take into consideration please let us know here...

How you handle calls

What happens when someone calls in on your main number?
Does it go to a specific person(s)? e.g. Reception phone rings, 5 phones in a group ring together, an Automated Attendant intercepts the call with a message and callers route themselves i.e dial 1 for sales, 2 for admin....

Are some/all staff expected to monitor colleagues' phones and answer them if they are away from their desk?

Do you have highly mobile users that need calls to reach them regardless of where they are or what device they are using?
e.g. Wandering around the office, in the warehouse, out of the office, on a business trip, working from home? please give details...

Do you use audio or video conferencing?
If so, are they small ad-hoc conferences or scheduled for larger groups to get together for audio/video meetings? Do you have a meeting room? Do you use a conference phone or system? Please give details...

Do you have any remote/home workers or satellite offices?

What happens to your calls out of normal working hours, at lunch times and during holidays/bank holidays?

Your Current Costs

What is your average monthly spend on all your business communications excluding mobiles and VAT?

Are you Leasing, renting or own your current telephone system?

What is the monthly cost of your telephone system?

What is the monthly maintenance cost of your telephone system excluding VAT?

What is the monthly cost of your lines excluding VAT?

What is the monthly cost of your broadband excluding VAT?

Are you locked in contract for any of your lines or broadband or telephone system?
If so, how long is the term that is left to run?

Any other monthly costs?

How would you rate the value of the service for the performance you are getting…?

Your New Quotation Specification

What type of Broadband service is required?

If you need more than one Broadband Service, how many are required?

Are you keeping your existing line numbers? and/or do you need new line numbers or range of numbers?

How many lines / concurrent calls do you need on your new telephone system?

How many extensions / telephones do you need on your new telephone system?

Do any of those extensions need to be cordless, door entry, loud bells etc..?

What type of desk phones do you want?

Do you need displays?, Do you want buttons for every extension (DSS) to make transfers easier and quicker?...

Our systems allow you to record all calls or record calls on demand with a press of a button, is that something you would find useful?...

Our systems allow you to pair your PC with your desk phone and control basic telephony with your mouse, is that something you would find useful?...

Our systems also allow you to integrate with CRM software or Outlook so that you can see the name of the person calling in if they are in your contact list and also dial out to them with a click of the mouse, is that something you would find useful?...

Our systems also allow you to download an app onto your smartphone so that it becomes a virtual extension on the telephone system is that something you would find useful?...

Our systems also allow you to receive voicemail messages in emails so you can get your messages on you mobile or PC, is that something you would find useful?...

What other equipment do you need / want...?

Installation Details

Will you require new cabling or is your existing cabling to be re-used?

What type of cabling do you have throughout your premises, is it cabled in CAT5/6 cabling?

How many CAT5/6 data points are available for each user or at each desk?

Do you have a comms cabinet?
What type of switch is in it? i.e. is it PoE?

Do you use an external IT company or handle IT in-house?

Are there any special cabling requirements or non-standard cabling runs such as overhead or underground required?

Other Notes...

Your New System Functionality

Tick the checkbox's if you know what functionality you need. If at this stage you aren't sure what functionality you need or don't know what it does, don't worry we will make comprehensive feature and benefit explanations available to you.

- ☐ Call Hold
- ☐ Call Park
- ☐ Transfer
- ☐ Speed Dial
- ☐ Dial by Name
- ☐ Page
- ☐ DSS Buttons
- ☐ Programmable Keys
- ☐ Receptionist Console
- ☐ Hotel Receptionist Console
- ☐ Voicemail
- ☐ Voicemail to Email
- ☐ System wide Call Recording
- ☐ Recording on Demand
- ☐ Presence

- ☐ Video Calls
- ☐ Video Conference
- ☐ DECT Phones
- ☐ DECT System
- ☐ IP DECT
- ☐ WiFi Cordless
- ☐ Mobile Twinning
- ☐ Remote Extension
- ☐ Home Working
- ☐ Call Control Apps
- ☐ Mobile Extension
- ☐ Laptop Extension
- ☐ Desktop Extension
- ☐ Mouse Highlight to Dial
- ☐ Instant Messaging

- ☐ DDI Numbers
- ☐ Geographic Call Routing
- ☐ Auto-Attendant
- ☐ Call Queuing
- ☐ Customisable Queue Announcements
- ☐ Position in Queue
- ☐ Queue Breakout
- ☐ Hunt Groups
- ☐ ACD Groups
- ☐ ACD Statistics
- ☐ Wallboards
- ☐ Call Analysis Software

If you have other requirements, please let us know here...

Once you have filled out the form please save it so you have a copy and then email back.

We will prepare a quotation based on the information you have provided and also send you relevant product information, brochures and datasheets in support of our proposal.