SWITCHBOARDS

CLIVE WILSON SWITCHBOARDS
INVERCARGILL, NEW ZEALAND

SWITCHBOARD QUOTE CHECKLIST

WHAT WE NEED TO PRICE YOUR BOARD

1 GET THE WORKBOOK
Download the Excel quote request pack from clivewilson.co.nz/resources.

2 FILL IN WHAT YOU KNOW
Each heading below names its sheet in the workbook. Tick items off as you go.

3 SEND IT WITH YOUR DRAWINGS
Email it all to estimating@clivewilson.co.nz.

1 PROJECT — PROJECT

- [ ] Company, contact name, email and phone
- [ ] Project name and site town or region
- [ ] Budget price, firm quote or tender
- [ ] Date the quote is needed
- [ ] Date the board is needed on site

2 THE BOARD — BOARDS & SUPPLY

- [ ] Board tag, type and how many
- [ ] New board, replacement, extension or retrofit
- [ ] Where it sits: indoor, outdoor or washdown
- [ ] IP rating, material and colour
- [ ] Form of internal separation
- [ ] Cable entry (top or bottom) and access side
- [ ] Space available and how it gets into the room
- [ ] Spare capacity wanted

3 THE SUPPLY — BOARDS & SUPPLY

- [ ] Supply voltage
- [ ] Transformer size (kVA) and impedance (%)
- [ ] Upstream protection: type and rating
- [ ] Supply cable size and length
- [ ] Fault level from a fault study, if done
- [ ] Second supply and how it changes over

4 MOTORS — MOTOR SCHEDULE

- [ ] Tag and what each motor drives
- [ ] Motor size (kW) and nameplate current if known
- [ ] Starter: DOL, star-delta, soft starter or VSD
- [ ] Who supplies each VSD and where it is mounted
- [ ] How each motor is controlled
- [ ] Duty or standby
- [ ] Protection extras, such as thermistors

5 OTHER CIRCUITS — FEEDER SCHEDULE

- [ ] Submains and what each one supplies
- [ ] Load or rating of each circuit (A)
- [ ] Poles and any RCD protection
- [ ] Circuits that need metering
- [ ] Spare circuits to be fitted

6 CONTROL & DOCS — CONTROL & DOCS

- [ ] PLC, operator screen and rough I/O counts
- [ ] Network, and any link to SCADA or BMS
- [ ] Who writes the PLC and SCADA software
- [ ] Drawing standard and approval before we build
- [ ] Witnessed factory test and test documents
- [ ] Delivery address, unloading and who installs

SEND WHAT YOU HAVE

- [ ] Single line diagram
- [ ] Motor list or load schedule
- [ ] Specification and standards
- [ ] Room or site layout
- [ ] Photos of the existing board
- [ ] Existing board drawings

? **NOT SURE OF A DETAIL** Mark it as unknown. Do not guess. We will go through the gaps with you before we price.

SEND YOUR ENQUIRY

TALK TO THE TEAM WHO BUILDS THE BOARDS

E estimating@clivewilson.co.nz **P** +64 3 214 4264 **W** clivewilson.co.nz

Monday to Friday, 8:00 am to 4:30 pm. 33 Clyde Street, Invercargill. Checklist Rev 2, November 2026.