Delivery and document checklist

Bring installation, purchasing and quality requirements into the same quotation discussion.
Record the buyer's request, then ask the supplier to confirm each item for the offered configuration.

Type in the shaded fields or print a blank copy. Leave unknown items open.

01 Buyer and delivery location

Buyer / project reference
Link this sheet to the configuration review.

Prepared by / date
Contact for purchasing or site planning.

Ship-to country and city
Use the actual installation destination.

Commercial delivery requirement
State delivery terms or ask supplier to propose.

02 Installation and handover

Power supply at the site
Voltage, frequency, phase and plug if known.

Access and handling constraints
Door size, floor access or lifting arrangements.

Installation / training request
Indicate language, remote or on-site preference.

Supply items to verify
Fixtures, cables, software, accessories or spares.

03 Documents and acceptance

Datasheet / drawing needed
List exact configuration or revision requested.

Calibration documentation needed
Identify measurand, range and buyer requirements.

Other documents requested
e.g. manual language or model-specific documents

Acceptance owner and open questions
Name the reviewer and items awaiting confirmation.

Delivery, installation, calibration and service arrangements require written confirmation for the quoted system.