Your project and product list

Fill in this PDF on your device, or print and complete it by hand.

01 Your team and project

Project / site

Prepared by / contact name

Company / organisation

Email

Date prepared

Requested delivery date

Currency

KES

02 Items to quote

State approved models, quantities, units, sizes and document references.

Item 1: product / approved model

Quantity

Unit / pack size

Specifications, size breakdown and document references

Item 2: product / approved model

Quantity

Unit / pack size

Specifications, size breakdown and document references

Item 3: product / approved model

Quantity

Unit / pack size

Specifications, size breakdown and document references

More items? Attach another product list or complete the online brief:
www.mabawacreations.com/purchasing-brief

Delivery, approval and quotation checks

Keep this page with your product list and supporting documents.

03 Delivery details

Requester phone

Delivery country

Kenya

Full site address, town and county / region

Map pin URL

Receiving contact and phone

Booking, receiving hours, vehicle access and unloading responsibility

04 Technical / safety approval

Responsible approver and substitution requirements

Other requirements / supporting attachments

05 Ask the supplier to confirm

1. Unit prices, line totals, tax and delivery charges shown separately.
2. Stock by size, confirmed lead times and quotation validity.
3. Payment terms, warranty, exclusions and discrepancy reporting contact.

On receipt: check quantities, sizes, damage and documents against the approved order.

This brief organises an enquiry; it is not a confirmed order.

The responsible site specialist must approve product suitability and substitutions.