

Fabrication Quote Review Checklist

A controlled pre-issue review for scope, cost, margin, and customer output

PROJECT / RFQ	CUSTOMER	REVIEWER	DATE

How to use: confirm the controlling evidence, record exceptions in the response column, assign an owner, then preserve the reviewed copy with the quote record. Example entries are illustrative and must be replaced.

Scope basis

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	RFQ reference and customer		
☐	Current drawings and addenda		
☐	Included quantities and units		
☐	Clarifications closed or qualified		

Estimate review

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	Material and supplier evidence current		
☐	Labour and equipment rates approved		
☐	Outside services and freight included		
☐	Allowances and manual overrides visible		

Commercial review

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	Markup or margin basis identified		
☐	Options do not duplicate base scope		

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
[]	Lead time and validity reviewed		
[]	Taxes and currency treatment confirmed		

Customer output

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
[]	Assumptions and exclusions agree with scope		
[]	Quote number and revision correct		
[]	Attachments and recipient checked		
[]	Reviewer and approver recorded		

Worked example

Example status: Conditional approval
Open item: coating supplier price expires before the requested award date.
Required action: refresh the rate or state an approved allowance before issue.
Decision owner: Commercial reviewer.

Review decision

DECISION	REQUIRED ACTION / CONDITION	APPROVER / DATE
Proceed / Clarify / Hold / Decline		

Method and limitations

Kwantflow prepared this resource as a practical, estimator-led workflow aid. It does not determine legal obligations, engineering adequacy, manufacturability, contract risk, tax treatment, production instructions, or the correct commercial decision. Preserve source evidence and record accountable human review.