

Fabrication RFQ Intake Checklist

Review the evidence, scope, dates, and missing information before estimating

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.

Printable review sheet

DONE	REVIEW POINT	EVIDENCE / RESPONSE	OWNER / STATUS
☐	RFQ identity and customer		
☐	Received email and attachment register		
☐	Drawings, models, specifications, and addenda		
☐	Quantities, units, materials, and finishes		
☐	Delivery, programme, inspection, and packaging		
☐	Clarifications, owner, status, and intake decision		

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.