

Logistics Brief Form for Industrial Access Systems

Printable buyer worksheet for quotation basis, packing review, and shipment planning

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Printable

Page 1 - Buyer, destination & receiving basis

Applicable scope: fabricated industrial access systems (fixed ladders, caged ladders, roof access ladders, inclined ladders / ship stairs, crossover platforms, maintenance platforms, handrail / guardrail assemblies).

Units: mm / kg (if using inch / lb, write units clearly).

Purpose: This 3-page worksheet captures the logistics and shipping conditions needed for quotation review, packing review, and shipment planning before pricing is finalized.

Use this page to align project identity, destination port, receiving point, delivery window, and site restriction basics.

HEADER

Buyer / Project Identification

Buyer company: _____ Date: _____
Contact person: _____ Email: _____
Phone / WhatsApp: _____ RFQ / Inquiry No.: _____
Project / site name: _____ Project code: _____
PO No. (if available): _____

BLOCK A

A. Logistics Basis (Destination & Receiving Point)

A1 Destination port (sea freight) / terminal: _____

A2 Receiving city + final handover point (site / warehouse name): _____

A3 Delivery address (if known): _____

A4 Delivery window / receiving restriction (write "None" if no restriction):

Receiving hours: _____ Appointment required: Yes No TBD

Required delivery window (date): _____ to _____

Site restrictions (truck size, gate limit, road access, weekend limits, crane / forklift access):

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Page 2 - Incoterm, container & unloading basis

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Use this page to align commercial term, requested container comparison, container preference, and unloading assumptions.

BLOCKS B-C

B-C. Incoterm Basis & Container Preference

B1 Preferred Incoterm + named place / port (example: EXW factory / FOB loading port / CIF destination port / DAP site):

C1 Quote / comparison requested: Packing dimensions only 20GP 40HQ Compare 20GP vs 40HQ LCL / consolidated TBD

C2 Container preference for shipment planning: Prefer 20GP Prefer 40HQ Either (optimize) TBD

C3 If container type is fixed due to site handling, explain briefly:

BLOCK D

D. Unloading Basis (Equipment at Receiving Point)

D1 Unloading equipment available: Forklift Crane Both Manual only

Other:

D2 Forklift details (if applicable): rated capacity ____ t; fork length ____ mm; max safe single-pack weight ____ kg

D3 Crane details (if applicable): rated capacity ____ t; hook height / reach limits

D4 Unloading method: Side unloading Rear unloading Dock / pallet jack TBD

D5 Special receiving / staged handling notes:

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Page 3 - Packing limits, marks & handback notes

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Use this page to confirm packing limits, shipping-mark requirements, buyer notes, attachments, and submission handback details.

BLOCK E

E. Packing Limits & Split Packing Requirement

("Single pack" = one handling unit: one bundle / one pallet / one crate.)

E1 Maximum single-pack length limit: mm (write "No limit" or "TBD" if unknown) _____

E2 Maximum single-pack weight limit: kg _____

E3 Split packing required for inland transport or site unloading? No Yes

If Yes: target max module length _____ mm and / or max module weight _____ kg

E4 Preferred packing style: Bundles Palletized kits Crates Mixed Supplier to propose

BLOCK F

F. Shipping Marks, Destination Labels & Language

F1 Language requirement for marks / labels / documents: English Local language Bilingual (English +)

Local language / bilingual note: _____

F2 Shipping-mark requirement: Use buyer template (attach) Use standard export mark Labels only (no stencil) Other

Other shipping-mark note: _____

F3 Package numbering logic: Sequential 1...N Follow project / installation logic

Explain logic if fixed: _____

F4 Destination label wording required (exact text if fixed): _____

F5 Must appear on each pack: Project code PO / RFQ No. Pack No. (of ___) Destination port / city Gross weight Dimensions
 Handling marks Other

NOTES

Buyer Notes

BUYER NOTES (USE EXTRA SHEET IF NEEDED)

SUPPORT FILES

Attachments Suggested

Tick or attach as available:

- Other attachment note: _____
- Receiving address / warehouse instruction Photos: unloading area + access road / gate limits
 Forklift / crane specification or site handling instruction Shipping mark / label template sample
 Written packing limit statement (max length / max weight) Other

HANDBACK

Submission Suggestion

Email this completed worksheet and attachments to your supplier contact before quotation is finalized.

Email to: _____

Subject: _____

REVIEW FIRST

Logistics Notice

To reduce back-and-forth, please confirm: preferred mark language, the exact project code / package numbering logic, the exact destination wording for labels, any site receiving restrictions, and whether shorter modules are required for inland delivery or site unloading.

BOUNDARY

File Boundary / Logistics Notice

This public form is for preliminary logistics alignment only. Final packing basis, shipping marks, and shipment arrangement depend on confirmed quotation scope, order confirmation, approved drawings, and an agreed packing plan. Do not assume repeat shipments follow the same packing or marking basis unless confirmed in writing.