

## Project Intake Template

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### How to Use This Template

This template is the starting point for a procurement conversation with Sinospect. Fill in what you know — partial information is fine and accelerates our first response. The more detail you provide on specifications and project context, the more useful our initial sourcing and inspection view will be. Return the completed template to [operations@sinospect.com](mailto:operations@sinospect.com).

### Project Context

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#### Project name and location

Country, site city or region

#### Project type

New build / expansion / refurbishment / spare parts procurement

#### Client or end-user name

Optional at first contact — can be disclosed later

#### Target in-service date or delivery window

Month/year or quarter — this drives the procurement timeline

#### Budget range

Order of magnitude is sufficient — e.g., USD 200k–500k

#### Project financing source

Self-financed, DFI-backed, export credit, commercial bank — this affects documentation

#### Existing supplier longlist or quotations

Attach if available — helps benchmark and avoid duplicate sourcing

### Equipment List

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For each item, provide as much of the following as you have. A simple spreadsheet or table works — this section describes the minimum useful information per line item.

#### Item description and quantity

e.g., "3x injection moulding machine, 250-tonne clamp force"

#### Key technical parameters

Capacity, voltage, dimensions, throughput, power rating — whatever defines the equipment

#### Reference make/model or specification

If you have a preferred brand or a spec sheet, attach it

#### Applicable standards

IEC, ISO, local regulatory requirements, client-specific or lender-mandated standards

### Documentation and Certification

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#### Required test reports and certificates

e.g., routine test reports, type test certificates, material certificates, CE/UL marks

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#### Language requirements

For manuals, labels, PLC/HMI interfaces – specify required language(s)

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#### Lender-grade documentation

If internationally financed, specify the lender's documentation format and submission requirements

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#### Audit or inspection regime

Third-party inspection, client witness points, hold/notification points, specific standards

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## Logistics and Site Context

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#### Destination port and inland delivery address

Final delivery point – port, inland depot or project site address

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#### Incoterms preference

FOB / CIF / DAP / DDP – or indicate if you need guidance on the appropriate term

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#### Site readiness and access constraints

Road access limitations, crane availability, weight restrictions, unloading arrangements

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#### Installation and commissioning support

Expected from supplier, from Sinospect, or handled by the client's own team

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## What Happens Next

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Once Sinospect receives this template, we review the equipment list, match it against our supplier database and provide a first response – typically within two to five working days, depending on the scope. That first response includes an initial supplier longlist, preliminary pricing indications where available, a proposed inspection approach and any clarification questions on the technical specification. There is no cost or commitment at this stage.

[operations@sinospect.com](mailto:operations@sinospect.com)

