Project intake template

Send what you have. Partial information is acceptable and missing inputs will be identified in writing.

Project context

Project and destination	Country, site city or region; intended port and delivery point if known.
Project type	New build, expansion, replacement, spare parts or one factory-control assignment.
Target date	Required delivery or in-service window and any fixed tender, LC or shutdown date.
Current stage	Concept, BOQ/specification, supplier shortlist, quotation received, order placed or production under way.
Commercial route	Need Sinospect to supply; buyer will contract factory direct; or not yet decided.

Equipment list - repeat for each line

- Description, quantity and intended use
- Capacity, duty, voltage, dimensions, throughput and other defining parameters
- Preferred make, model, material, component brands or approved equivalents
- Applicable standards, destination requirements and client specifications
- Required accessories, spares, tools, training or commissioning support
- Existing supplier, quotation, datasheet, drawing or sample reference

Files available

- BOQ or equipment schedule
- Technical specification or data sheet
- Supplier quotation or proforma invoice
- Drawings, single-line diagram, layout or process description
- Inspection and test plan or FAT procedure

Quality, documents and delivery

Acceptance	Critical characteristics, test values, witness points and party holding final acceptance authority.
Documentation	Manuals, drawings, certificates, reports, labels and required languages.
Logistics	Packing constraints, sea/air/road route, consolidation, unloading and site-access limits.
After delivery	Installation, commissioning, warranty, spares and response continuity expected.
Confidentiality	Identify the suppliers to contact and quotation documents to share under your written instruction.

What happens next

- Sinospect acknowledges receipt within one business day.
- Within two business days, it provides a written assessment or requests the missing information needed to complete it.
- The assessment identifies the likely supply route, scope gaps, technical or supplier exposure, the next control gate and the information required for a proposal.
- Supplier contact and disclosure of project information follow the buyer's written instruction.

Return this template and the available files to jk@sinospect.com. A written exchange is the default; a meeting is arranged only when both sides consider it useful.