

PRE-CONTRACT REVIEW CHECKLIST

Document No.
Rev. No. & Date
Department : Marketing Department

#	Check Points	Available (√) or (x)	Description	Status
01	Custmer Name			
02	Enquiry No. & Date			
03	Product, Standards & Specifications			
04	Quantity - Month / Annuual			
05	General Communication Method			
06	Product Application / End application			
07	Customer Drawing Details			
08	Expected Self life if refer			
09	Quality Tests Requirements			
10	Expected Process sequence / Design Change			
11	Customer Properties / Expected Supplies			
12	Mode of Sale			
13	Expected payment Terms			
14	Packing / Packaging Norms			
15	Mode of Transportation			
16	Destination & Refer Transporter			
17	Environmental Conditions			
18	Third Party Inspection Requirements (% Witness)			
19	Statutory / Regulatory Requirements			
20	Expected Delivery / Schedule Provided			
21	Documentation / Report Expected			
22	Any other changes...			

Enquiry handle / Checked by

Date:

Verified & Approved by