



QUOTATION CHECKLIST / PROJECT BRIEF

Start with the right information.

Complete the fields you know and attach your latest drawings. Use one spec sheet per product or finish. Dimensions should include units and drawing revision.

01 PROJECT & CONTACT

Project name / reference

Company / contact name

Email / phone

Project city / country

Delivery city / port

Required arrival date / project stage

02 DRAWING PACKAGE

- ☐ Layout / elevation drawings with dimensions, units and panel IDs
- ☐ Sections showing returns, joints, fixings and supporting structure
- ☐ Panel schedule with quantities, sizes and drawing revision
- ☐ Finish reference: colour code, sample or approved appearance

03 QUOTATION SCOPE

Product system / model

Total quantity / area and units

Accessories / carriers / brackets required

Required tests or approval documents

Preferred trade term and named destination

Packing / panel labels / phased deliveries

Before sending: Check that the panel schedule matches the drawings, identify special shapes and openings, and state which dimensions or finishes still need coordination.



SPEC SHEET / COPY FOR EACH PRODUCT

Define the panel package.

Attach marked-up drawings for shaped panels and connection details. This sheet records project requirements; it is not a manufacturing release.

01 PRODUCT & GEOMETRY

Project / panel type reference

Drawing number / revision / date

System / product model

Alloy / temper, if specified

Length x width / units

Metal thickness / overall panel thickness

Quantity / unit (pcs, m2 or linear m)

Returns / edge profile / joint width

Curved panels: radius / geometry reference

Perforation: hole size, pitch and border

02 FINISH, CONNECTIONS & PERFORMANCE

Finish process / colour / sample reference

Coated faces / gloss / grain direction

Fixing / carrier system / support spacing

Backing / insulation / acoustic requirements

Required standards / test reports

Tolerances / inspection acceptance criteria

03 SUBMIT & COORDINATE

Upload PDF, DWG, DXF or ZIP drawings through the contact form (up to 5 files, 25 MB total). For larger packages, provide an accessible download link. Email: info@lianhuicz.com.

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