Enquiry briefing sheet

IWS Civil Supplies

To return: save the completed sheet and email it to **team@iwsltd.net** with "[Civil Supplies] Briefing sheet" as the subject.

Name		Company	
Contact email		Site / delivery location	

Complete what you know. Leave an open question where information is missing.

Grade and application

The specified grade, or the application described	
The drawing or specification clause, if any	
What the layer sits on and under	

Quantity and unit

A quantity and unit on every line	
Approximate figures flagged as approximate	
Totals separated from call-off quantities	

Access and unloading

Vehicle access and any size or weight limits	
Unloading method and standing point	
Booking, induction or timing restrictions	

Schedule and phasing

Required date or window per line	
Single delivery or phased call-off	
Programme dates the deliveries must track	

Checking the quotation

Each quoted line against the stated specification	
Quantities, units and delivery arrangements	
Exclusions and assumptions noted in the quotation	

Receiving records

Paperwork checked against the order per load	
Date, quantity and grade recorded on receipt	
Discrepancies noted and raised on the day	

Supporting drawing or document references	
Questions to discuss	

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