Project Enquiry Checklist

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Use this checklist to request a quotation or discuss a product configuration. Complete the relevant fields in Word, or send the information in your email to ryanzhang@ssppile.com. You can submit an enquiry before every item is available; identify any missing information.

Contact and supply requirements

Field	Your information
Company and contact	_____
Email and telephone	_____
Project location	Country, region and city: _____
Application	_____
Quantity	Lead sections / extensions / caps / other: _____
Delivery	Destination port or address: _____
Required date	_____
Supply basis	Customer drawing / repeat product / selection support

For manufacture to your drawing

- Attach the current drawing revision and any technical specification.
- State materials, coating, marking, packaging and inspection requirements.
- Identify mating parts, quantities and whether a sample or first article is required.

For project based product selection

Attach the available reports and drawings. Loads should identify their units, combinations, application points and whether they are service, factored, characteristic or ultimate values.

Input	Information or attachment
Structure and layout	Structure drawings, pile positions, supported equipment and connection details.
Loads	Compression, uplift, lateral loads and moments, with load combinations and limits.
Ground conditions	Geotechnical report, groundwater, fill, obstructions and available corrosion information.
Geometry and movement	Pile-head height, required clearances, settlement or deflection limits.
Durability	Required design life, soil or atmospheric exposure, nominated coating specification.
Installation	Carrier and drive head, available torque monitoring, access or working-height constraints.
Acceptance	Required standards, local engineer, approval route, tests and inspection requirements.

Attachment checklist

- Current pile or component drawings and bill of quantities.
- Structural drawings, load schedule and geotechnical information where applicable.
- Material, coating, quality and packaging specifications.
- Photographs or reference details explaining the application or connection.

Please state the support requested: manufacturing quotation, product development, preliminary selection discussion, or engineering-support documents for local review. Final design and acceptance requirements are confirmed by the appointed project professionals.