

Quotation & handover checklist

This sheet submits no quotation, places no order and is not acceptance. "Received" is not "verified". Purchases and commercial acceptance remain with the team; arrange tests and handover with responsible parties, without secrets here.

01 / Project context

Project reference and stage

E.g. Office A / refurbishment / before survey.

Date and file revision

Equipment-list, drawing or configuration revision; record the version actually reviewed.

Main requirement and scope

What needs to work, for which uses, and what is outside scope.

03 / Resolve before submission or handover

Unknowns and required tests

Record outstanding checks and the role responsible for them.

Documents and references to gather

Marked plans, exact datasheets, diagrams and project requirements. No secrets or access keys.

Next decision and required review

Which role must confirm what, before which stage? Use a role, not a personal name.

Quotation & handover checklist

Add an item per deliverable or function. Separate quotation preparation, submission, testing and handover; no status is automatically approved.

Pages 2 and 3 form one record per link or checklist item. Repeat the same project and record IDs on both pages.

Project reference and stage : _____

Checklist item : _____

02 / One deliverable, its status and next action

Item reference, stage and deliverable

E.g. Q-01 / quotation / equipment list; or H-01 / handover / network report. Separate each item.

Expected content and scope boundary

References/quantities/accessories for a quote; drawings, tests, backups, access or training for handover. State exclusions.

Revision and supporting records

Revision, date and exact references. Import list: sku, quantity and optional notes; check duplicates, accessories and latest version.

Available or missing evidence

Document reference, actual observed result, date and scope. A backup file does not prove restoration; record "untested" where needed.

Reading references : Fluke Networks

Document Cabling Certification with LinkWare PC and LinkWareLive

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02 / One deliverable, its status and next action

Actual status and open issue

To supply, received-unchecked, verified within stated scope or open issue. Describe the gap without declaring the whole project compliant.

Responsible role and access handover

Role supplying/checking, required permissions and secure handover process. Never passwords, keys, MFA codes or personal names.

Next action and follow-up

Which role confirms what, by when? Arrange authorised testing or correction. After a real request: check reference and status; no guaranteed email or stock.

Reading references : Fluke Networks

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