

Steel Pallet, Stillage & Material Carrier RFQ Checklist

Purpose: Use this checklist to prepare a focused engineering and quotation discussion for a steel pallet, steel stillage, pallet box, post pallet, steel skid, or related industrial carrier. It is designed to help a buyer separate confirmed facts from items that still require review.

Do not treat a category name, product photo, or general article as a final specification. The final project configuration should be confirmed through the quotation, controlled drawing, and agreed project documents.

1. Company and project contact

- ☐ Contact name, company, country, business email, and WhatsApp or telephone
- ☐ Project reference, internal RFQ number, or purchasing contact where applicable
- ☐ Required quotation date, target schedule, and expected quantity or ordering pattern
- ☐ Delivery destination and any known unloading constraints

2. Goods to be handled

- ☐ Product description and current packaging condition
- ☐ Product drawing, photo, sketch, or a photo of the current handling unit
- ☐ Overall product envelope: length, width, height, and permitted variation
- ☐ Quantity of goods per pallet, stillage, box, skid, or carrier
- ☐ Approximate total load and the load footprint or local support points
- ☐ Product orientation and centre-of-gravity information where relevant
- ☐ Sensitive surfaces, no-contact zones, edges, coatings, machined faces, or labels that need protection
- ☐ Permitted overhang, clearance, or loading direction

3. Product support and containment

- ☐ Required usable deck area or clear internal space

- ☐ Preferred product contact: continuous deck, rails, pads, dunnage, pockets, dividers, or another project-defined support method
- ☐ Need for containment: open frame, mesh, solid panels, sides, gate, or other retention method
- ☐ Access face and clear opening required for loading, picking, or inspection
- ☐ Need for visibility, ventilation, drainage, cleaning access, or product separation
- ☐ Requirement for removable, fold-down, or fixed components

4. Handling equipment

- ☐ Forklift, reach truck, pallet jack, crane, conveyor, AGV, manual handling, or another equipment type
- ☐ Fork/tine width, spacing, entry direction, opening-height requirement, and underside clearance where available
- ☐ Truck approach and turning constraints
- ☐ Whether goods are loaded by hand, robot, crane, or another process
- ☐ Required operator access while the unit is on the floor, on tines, or in a stack

5. Keep operating conditions separate

Record these as separate conditions. Do not use one unqualified load value for all positions.

- ☐ **Static floor condition:** support surface, load distribution, product position, and any levelness or local-contact condition
- ☐ **Dynamic forklift condition:** truck, fork contact, entry direction, lift/transport sequence, and load stability requirement
- ☐ **Racking condition:** beam positions, bearing faces, pallet orientation, product overhang, loaded height, and retrieval method
- ☐ **Loaded-stack condition:** pallet-to-pallet contact, alignment, placement method, product clearance, and intended stack arrangement
- ☐ **Transport condition:** packing state, vehicle or container, protection, restraint, and destination unloading method

6. Empty return and reusable packaging

- ☐ Does the unit return assembled, folded, nested, disassembled, or as a base plus separate components?
- ☐ Where are empty units accumulated and how are they lifted, separated, restrained, and recovered?
- ☐ Are posts, panels, covers, pads, dividers, or labels retained with the empty unit?
- ☐ What return vehicle, container, door, aisle, and destination-recovery constraints apply?
- ☐ Does the selected configuration need an approved empty-return packing or operating instruction?

7. Finish, identification, and environment

- ☐ Indoor/outdoor storage, moisture, wash-down, cleaning process, contaminants, and temperature context
- ☐ Fork, floor, stack, beam, product, or transport contact zones likely to wear the finish
- ☐ Preferred finish process or current-unit condition, if known
- ☐ Colour, plate, barcode, QR, RFID, label, ownership mark, or project identification requirement
- ☐ Required visibility of marking when loaded, stacked, or packed
- ☐ Maintenance, inspection, repair, or replacement requirement for pads, gates, labels, or other components

8. Packing and destination

- ☐ Desired shipment state: assembled, nested, folded, disassembled, or bundled
- ☐ Required packing protection and any loose-component retention
- ☐ Nominated container or vehicle information where available
- ☐ Destination forklift, attachment, dock, door, ground, aisle, and unloading sequence
- ☐ Any forwarder, delivery, documentation, or route constraint relevant to the request

9. Evidence to attach

- ☐ PDF drawing, CAD/DWG, product photo, current pallet photo, marked-up image, or layout
- ☐ Rack beam sketch or stack arrangement where applicable
- ☐ Existing supplier specification, damage photo, or quality requirement if authorised for sharing
- ☐ Packing or container-loading reference when shipment planning is part of the project
- ☐ A short note identifying what is confirmed and what requires supplier advice

Before sending

1. Identify the **selected product family** (flat steel pallet, stillage, pallet box, post pallet, skid, cage, or custom carrier).
2. Describe the **goods and product contact** before selecting a deck, mesh, panel, divider, or dunnage solution.
3. Keep **floor, fork, racking, stack, and transport** requirements separate.
4. Label incomplete data as **not confirmed yet** instead of estimating a final value.
5. Request a **drawing-controlled configuration review** before treating a product image or general statement as final technical data.

Send the brief

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