

Racking quotation brief

Fill in what you know. Mark estimates clearly and attach a simple floor sketch.

Save or print this PDF, then share the completed brief with our team.

01 Your site and project

Company / contact (optional)

Site location / town

What do you need to store or improve?

02 Space and access - record units

Internal length (m)

Internal width (m)

Lowest clear height (m)

Door / goods-access opening: width x height (m)

Handling: hand, trolley, pallet jack, forklift, other

Fixed obstructions, exits and areas that must stay clear (mark these on the sketch)

03 Goods to store - measure the actual outer size

Item / packaging

Outer L x W x H (cm)

Loaded kg each

Quantity to store

For pallets, include the loaded pallet footprint, total height and total loaded mass.

Attach extra rows for other goods. Note fragile items, unusual shapes and access frequency.

04 Before comparing quotations

Ask for the proposed layout, bay/level quantities and the load-rating basis for that configuration.

Ask what is included or excluded: decking, accessories, delivery, installation and applicable tax.

Record open questions about floor suitability, access, future expansion and after-sales support.

This is an enquiry worksheet. The supplier must confirm the final design, layout and loading limits.