

BUYER WORKSHEET + QUOTE CHECKLIST

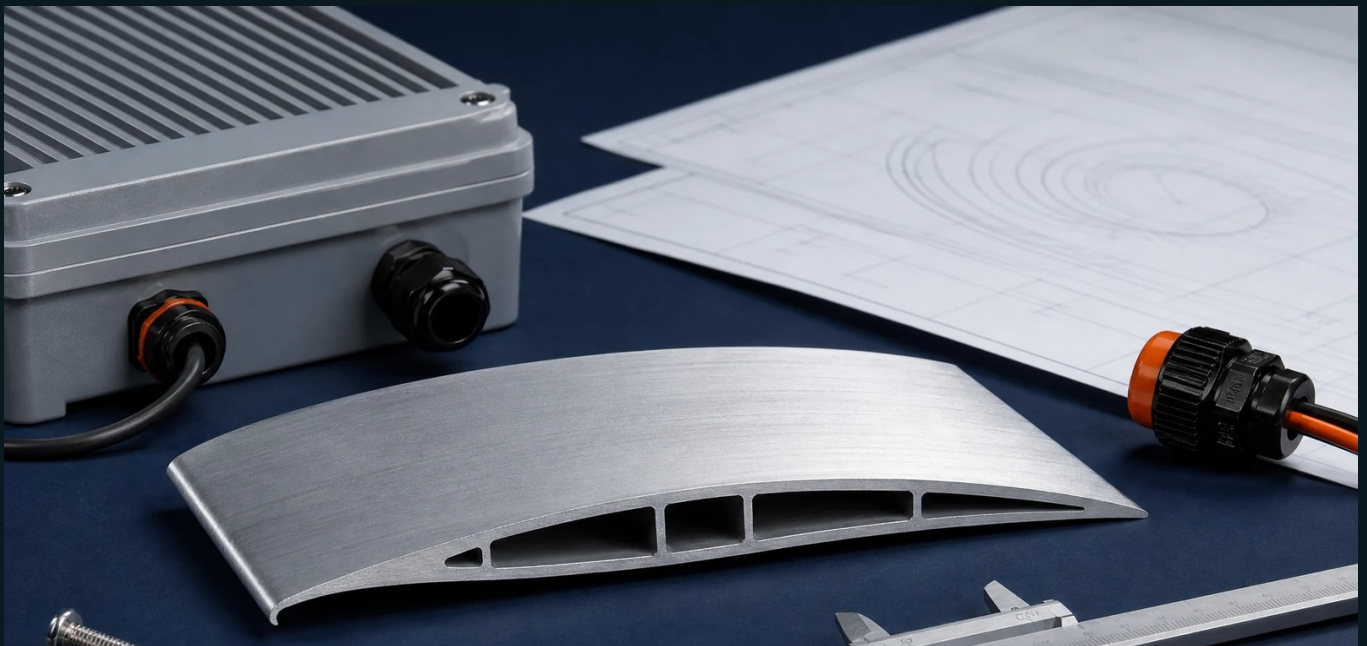
Industrial Fan Project Brief

Turn the building, airflow problem and order scope
into information suppliers can compare on the same basis.

HVLS CEILING FANS

PORTABLE INDUSTRIAL FANS

EXHAUST SYSTEMS



USE THIS BEFORE REQUESTING A QUOTE

Complete what you know. Leave uncertain fields blank and mark the documents or confirmations required.

AIR MOVEMENT, MADE PRACTICAL

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Map The Space And The Problem

A useful recommendation starts with building conditions, occupied zones and the job the airflow must do.

PROJECT AND CONTACT

COMPANY

CONTACT NAME

BUSINESS EMAIL

COUNTRY / REGION

BUILDING DIMENSIONS AND POWER

LENGTH

WIDTH

CLEAR HEIGHT

AVAILABLE POWER

PRIMARY AIRFLOW OBJECTIVE - SELECT ALL THAT APPLY

- | | |
|--|---|
| ☐ Broad circulation across a large occupied space | ☐ Focused airflow at people, workstations or loading zones |
| ☐ Air exchange: remove indoor air and provide replacement air | ☐ Reduce heat layering / improve perceived comfort |
| ☐ Manage moisture, odour or stagnant zones | ☐ Not sure - compare system roles first |

SITE CONDITIONS - SELECT OR DESCRIBE

- | | |
|--|--|
| ☐ Dust / particles | ☐ Humidity / washdown |
| ☐ Corrosive or chemical exposure | ☐ Racks, cranes, ducts or other obstacles |
| ☐ Sprinklers / fire-safety clearances | ☐ Frequently open doors / loading bays |
| ☐ Noise-sensitive occupied area | ☐ Outdoor or weather exposure |

CURRENT PROBLEM, WORK ZONES, QUANTITY AND TARGET DELIVERY DATE

Choose The Airflow Role Before The Model

These categories solve different problems. A project may use one role or combine several roles.

HVLS	PORTABLE	EXHAUST
Broad, low-speed circulation SUITABLE WHEN Large indoor spaces that need wide, gentle air movement from the ceiling. CONFIRM Confirm clear height, roof structure, obstacles, occupied zones and control approach.	Localized, repositionable airflow SUITABLE WHEN Loading, staging, production and temporary zones where the work or heat source moves. CONFIRM Confirm working distance, floor access, cable route, noise, guards and storage.	Building air exchange SUITABLE WHEN Spaces that must remove indoor air, heat, moisture or contaminants and admit replacement air. CONFIRM Confirm environment, opening, weather protection, replacement-air path and pressure conditions.

SELECTION INPUTS THAT SHOULD APPEAR IN THE QUOTATION

- | | |
|--|---|
| ☐ Exact model and variant | ☐ Diameter / opening / frame size |
| ☐ Drive, motor and controller | ☐ Voltage, frequency and phase |
| ☐ Mounting assembly and included hardware | ☐ Performance figures with test basis |
| ☐ Environmental construction / protection | ☐ Guards, louvers, shutters and accessories |
| ☐ Quantity and recommended placement | ☐ Installation responsibility and exclusions |

IMPORTANT

Fan diameter alone does not define a complete selection. Ask every supplier to quote the same building inputs, electrical scope, mounting scope and document requirements.

Compare Every Quote On The Same Scope

Enter the quoted information. A blank cell is a question to resolve before price becomes the deciding factor.

COMPARISON ITEM	SUPPLIER A	SUPPLIER B	SUPPLIER C
Exact model / variant			
Diameter or opening size			
Drive / motor / controller			
Voltage / frequency / phase			
Airflow / coverage / test basis			
Mounting and included hardware			
Controls and safety functions			
Required certificates / reports			
Packing and export protection			
Incoterm and delivery point			
Lead time and production basis			
Warranty and spare-parts scope			
Installation / commissioning scope			
Commercial exclusions			

Close The Gaps Before The Order

Request documents against the quoted model and destination market. A generic certificate does not automatically cover every configuration.

MODEL AND TECHNICAL DOCUMENTS

- | | |
|---|---|
| ☐ Model-specific technical data sheet | ☐ Dimension / installation drawing |
| ☐ Installation and operation manual | ☐ Electrical or controller diagram |
| ☐ Performance test report / method | ☐ Certificate showing model scope |
| ☐ Material / corrosion compatibility statement | ☐ Recommended spare-parts list |

COMMERCIAL AND SHIPMENT HANDOFF

- | | |
|--|---|
| ☐ Signed quotation with revision / validity | ☐ Incoterm and named place |
| ☐ Packing dimensions, weight and method | ☐ Production and shipment milestones |
| ☐ Inspection / pre-shipment evidence | ☐ Shipping marks and document list |
| ☐ Warranty start point and claim process | ☐ Responsible handoff contact |

QUESTIONS OR UNRESOLVED SCOPE



Send the completed brief to Simon Wu

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REQUEST A PROJECT REVIEW