PROJECT PLANNING

Project briefing guide

A practical starting point for your materials package.

01 Project and contact

Project name

Company

Site address

Contact person

State / territory

Email

Project stage

Phone

Quotation required by

Indicative delivery date

02 Support required

- [ ] **Product supply**
- [ ] **Supply and installation**
- [ ] **Technical consultation**
- [ ] **Documentation / samples**

Include the information available now; items can be confirmed as the project develops.

03 Product and site requirements

List the main products or packages and provide indicative quantities, including units where known.

Product / system	Location / application	Quantity & unit	Required date

04 Site and interfaces

Drawing references and revision

Substrate, fixing interfaces and access

Finishes, exposure and other requirements

05 Information checklist

Tick the information available to share. The documents needed depend on the selected product and application.

- [ ] **Drawings and elevations, including current revisions**
- [ ] **Product or finish schedule and indicative quantities**
- [ ] **Site access, substrate and interface information**
- [ ] **Relevant product documentation or performance requirements**
- [ ] **Delivery programme and installation scope**
- [ ] **Samples, handover or maintenance information required**

06 Additional notes

Start a conversation

Send this guide and available drawings to our team.

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Planning guide only; product requirements and supporting evidence are confirmed for each project.