

Fixture RFQ Information Checklist

Use this before requesting a budget or production quotation.

PROJECT IDENTITY

☐	Country and city	
☐	Store format and approximate selling area	
☐	Target opening date	
☐	Single site, pop-up or rollout quantity	

SITE AND MERCHANDISE

☐	Scaled plan or verified dimensions	
☐	Fixed services, access and landlord constraints	
☐	Product families and representative product sizes	
☐	Display quantity, reserve stock and security needs	

COMMERCIAL INPUTS

☐	Fixture types and quantities	
☐	Material and finish direction	
☐	Lighting, locks and graphics	
☐	Delivery destination and required Incoterm	
☐	Installation responsibility	

PROJECT NOTES / OPEN DECISIONS

Scope note: This planning tool does not replace approved drawings, a signed quotation, a purchase contract, destination code review or professional site verification. Record all project-specific commercial terms in the signed documents.