

Iron & steel order checklist

A procurement worksheet for an initial range or project package. Confirm the actual construction, evidence and commercial scope for each proposed configuration.

Project / opening reference: _____

Prepared by: _____ Date: _____ Units: mm / in

01 / DEFINE THE RANGE

Opening references / quantities / single or paired leaves

Interior or exterior use / project location

Steel sections / thickness / decorative details

Glazing, locks, handles and opening direction

02 / REVIEW BEFORE COMMITTING

- ☐ **Corrosion protection.** Request the proposed preparation and coating process; disclose coastal or other aggressive exposure.
- ☐ **Samples and tolerances.** Agree finish samples, weld appearance, glazing bars, visible joints and acceptance criteria.
- ☐ **Evidence scope.** Match reports and drawings to the actual assembly, dimensions and configuration. Do not infer a rating from appearance.
- ☐ **Trial and batch terms.** Obtain written sample/trial quantities, prices and timing; none are assumed by this worksheet.
- ☐ **Shipping and handover.** Identify crate sizes/weights when confirmed, unloading access, item labels and supporting documents.
- ☐ **After-sales responsibility.** Agree damage reporting, replacement evaluation, parts identification and the installation contact.

03 / WRITTEN SCOPE

Included / optional / excluded items

Quotation revision / open issues / reviewer

Planning aid only. Blank fields are not approved dimensions or an installation instruction. Confirm the exact product, drawing revision and responsibilities with the supplier and qualified installer.