



MATERIAL
HANDLING

FORKLIFT REQUIREMENT WORKSHEET

Complete the facts that shape model selection and quotation scope.

01

Company & project

IDENTITY / DESTINATION / TIMING

COMPANY

CONTACT NAME

EMAIL / WHATSAPP

COUNTRY AND DELIVERY CITY

REQUIRED QUANTITY

REQUIRED DELIVERY TIMING

02

Load & pallet

WEIGHT / SIZE / CENTRE OF GRAVITY

MAXIMUM LOAD WEIGHT (KG)

LOAD LENGTH X WIDTH X HEIGHT (MM)

LOAD CENTRE (MM)

PALLET OR LOAD TYPE

IRREGULAR, FRAGILE OR OFFSET LOAD NOTES

03

Lift & mast envelope

HEIGHT / CLEARANCE / CAPACITY AT HEIGHT

NORMAL LIFT HEIGHT (MM)

MAXIMUM LIFT HEIGHT (MM)

LOWEST OVERHEAD CLEARANCE (MM)

REQUIRED FREE LIFT

DOOR / CONTAINER OPENING HEIGHT

CAPACITY REQUIRED AT MAXIMUM HEIGHT

04

Working route

SPACE / SURFACE / GRADIENT

NARROWEST CLEAR AISLE (MM)

TIGHTEST DOORWAY (MM)

MAXIMUM GRADIENT (%)

☐ Smooth indoor floor

☐ Mixed indoor / outdoor

☐ Outdoor yard

☐ Rough terrain



MATERIAL
HANDLING

CONFIGURATION & QUOTATION SCOPE

Use this page to compare complete offers on the same basis.

05

Duty & energy plan

SHIFT / CHARGING / FUEL / ENVIRONMENT

HOURS PER SHIFT

SHIFTS PER DAY

DAILY TRAVEL DISTANCE

TEMPERATURE RANGE

☐ Electric

☐ Lithium-ion direction

☐ Lead-acid direction

☐ Diesel / dual fuel

AVAILABLE CHARGER VOLTAGE, PHASE AND FREQUENCY

CHARGING WINDOWS OR FUEL AVAILABILITY

06

Machine configuration

MAST / FORKS / TYRES / ATTACHMENT

PREFERRED MAST TYPE

FORK LENGTH AND SECTION

TYRE AND SURFACE REQUIREMENT

ATTACHMENT AND HYDRAULIC FUNCTIONS

CAB, SAFETY, LIGHTING OR DESTINATION OPTIONS

07

Commercial comparison

INCLUDED SCOPE / EXCLUSIONS / DELIVERY

☐ Exact model and revision

☐ Rated capacity basis and load centre

☐ Mast, lift height and capacity at height

☐ Battery, charger or engine configuration

☐ Tyres, forks, attachment and hydraulics

☐ Documents, packing and shipping dimensions

☐ Price, currency, trade term and payment

☐ Lead time, warranty, parts and exclusions

08

Evidence to attach

PHOTOS / DRAWINGS / LABELS

☐ Load and pallet photos

☐ Route / aisle video

☐ Rack and doorway dimensions

☐ Plug / power photo

SEND TO ZJ

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