HunterSourcing

Shipment RFQ & Release Checklist

Blank planning template | Complete it for your shipment before requesting or approving an offer.

1. Define the shipment

Field	Details to confirm
Buyer / project reference	_____
Product, material and intended use	_____
Pickup addresses and supplier contacts	_____
Final delivery address / postal code	_____
Cargo-ready dates / required delivery date	_____
Agreed Incoterm, named point and edition	_____
Modes and delivery scope to compare	_____
Batteries / liquids / special handling / documents	_____

2. Record final packed cargo data

Supplier / SKU	Cartons	Outer size (cm)	Gross kg	Value / currency
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Include pallets and protective packing. Request the provider's measurement, rounding and chargeable-quantity rules.

3. Keep the supporting records

[ ] Commercial invoice [ ] Packing list [ ] Supplier readiness / collection record
[ ] Required cargo information [ ] Product-specific certificates where applicable
[ ] Carton / pallet photos [ ] Receiving requirements from the destination warehouse

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4. Compare each quote on the same basis

Cost line / condition	Quote A	Quote B
Collection and origin handling	_____	_____
Receiving / storage / repacking / palletising	_____	_____
Export documentation and main transport	_____	_____
Destination handling and customs brokerage	_____	_____
Duties / taxes: included or excluded	_____	_____
Final delivery / appointments / unloading	_____	_____
Cargo insurance and deductible	_____	_____
Billing units, minimums and validity	_____	_____
Currency, payer and payment milestones	_____	_____
Additional charges and approval process	_____	_____

A headline freight rate alone is not a complete landed-cost quotation. Confirm current prices, inclusions and responsible parties in writing.

5. Approve release and exception handling

[ ] Supplier-level counts and condition accepted
[ ] Approved packing data and document versions match the quote
[ ] Required inspection / buyer release decision recorded
[ ] Named forwarder, carrier, broker, importer and receiving contact confirmed
[ ] Booking / transport reference, cut-offs and milestone updates agreed
[ ] Insurance terms, loss/damage evidence and escalation route agreed

Release decision	Authorised contact / date / reference
[ ] Release [ ] Hold [ ] Split [ ] Other	_____

Record exceptions before dispatch. This template supports planning; the agreed shipment documents, service scope and applicable contract terms control the booking.