

What Mark Needs to Quote Your Material Handling Project

Use this checklist before a call, site visit or quote request. Approximate information is fine - the goal is to give Mark a strong starting point.

1 PROJECT BASICS

- ☐ Company / facility name ☐ Project location ☐ Best contact information
- ☐ Desired timing / target completion date ☐ Budget range, if established
- ☐ New facility, expansion, replacement, relocation or reconfiguration

2 FACILITY INFORMATION

- ☐ Approx. project area: Length ____ ft x Width ____ ft ☐ Clear height ____ ft
- ☐ Column spacing / obstructions noted ☐ Dock / door locations
- ☐ Photos, floor plan, CAD/PDF drawings or field measurements available

3 STORAGE & MATERIAL

- ☐ Product / material being stored ☐ Pallet dimensions and approximate weights
- ☐ Approx. pallet positions / SKU count ☐ Inventory turnover / picking needs
- ☐ Forklift / reach truck type and aisle needs ☐ Future growth needs

4 SOLUTION(S) TO REVIEW

- ☐ Pallet Racking ☐ Conveyors ☐ Mezzanine ☐ Modular Office
- ☐ Dock Equipment ☐ Safety / Barriers ☐ Lockers / Storage ☐ Full Facility

5 OPERATIONAL GOALS

- ☐ Increase storage capacity ☐ Improve product flow ☐ Recover floor space
- ☐ Improve safety / protection ☐ Add workspace ☐ Improve shipping / receiving
- ☐ Reduce travel / handling ☐ Prepare for growth / expansion

6 HELPFUL FILES TO HAVE READY

- ☐ Current facility photos ☐ Dimensioned drawings / plans ☐ Equipment specifications
- ☐ Pallet / product photos ☐ Existing rack information ☐ Project notes / scope

READY TO REVIEW IT? Complete it online at markkeelingmh.com/project-checklist or contact Mark directly.

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Planning checklist only. Final design, structural requirements, code compliance, permits and equipment specifications require project-specific review.