

# PROJECT PREPARATION GUIDE

## Step 1: Understand your project

### WHAT TRIGGERED YOUR PROJECT?

→ To guide the project in the right direction from the start

### WHAT ARE YOUR GOALS FOR THIS PROJECT?

→ To align the project with your priorities

### WHAT WILL THE EQUIPMENT BE USED FOR?

→ To make sure the equipment meets your needs

## Step 2: Gather technical information

- APPLICATION
- DEADLINE
- NUMBER OF EQUIPMENT
- FREQUENCY OF USE
- BUILDING STATUS
- ENVIRONMENT
- CONSTRAINTS
- MAXIMUM LOAD WEIGHT
- AVAILABLE SITE DIMENSIONS
- MAXIMUM AVAILABLE HEIGHT
- REQUIRED LIFTING HEIGHT
- LAYOUT DRAWINGS
- OTHER

## Step 3: Prepare the quote

THE CONTEXT  
HELPS GUIDE  
THE PROJECT IN  
THE RIGHT  
DIRECTION

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THE TECHNICAL  
INFORMATION  
PROVIDES THE  
NECESSARY  
FRAMEWORK

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**OUTCOME:**  
TAILORED  
QUOTE