



PLANNING TOOL / CONFIRM IN YOUR QUOTATION

# PRODUCTS & PRESENTATION

## ☐ Product identity

Exact model or variant, current photographs, intended use and pack format.

## ☐ Documentation

Current ingredient list, model sheet and applicable supporting documents. Verify each document applies to the proposed product.

## ☐ Samples & artwork

Sampling arrangement, packaging materials, label text, artwork approval and final production reference.

## ☐ Quantities & delivery

Order quantities, minimums where applicable, lead times, delivery locations, storage and receiving arrangements.

## ☐ Usage & care

Product instructions, expiry or shelf-life information, storage requirements and relevant care guidance.

Use this checklist to prepare a discussion with your property and procurement teams. It does not certify a product, establish technical suitability or replace the project agreement.



PLANNING TOOL / CONFIRM IN YOUR QUOTATION

# SCENTING & SERVICE

## ☐ Property assessment

Floor plans, operating hours, air-handling arrangement, intended scenting areas and access constraints.

## ☐ Installation scope

Model suitability, unit location, routing, outlets, power, coordination and responsibility for making good.

## ☐ Commercial arrangement

Outright supply or managed service. Confirm equipment ownership, contract duration, renewal and termination provisions.

## ☐ Ongoing operation

Fragrance supply, refill quantities, servicing visits, support channels and a process for changing requirements.

## ☐ Final approval

Written quotation, agreed responsibilities, installation scope, product documentation and project-specific warranty terms.

Use this checklist to prepare a discussion with your property and procurement teams. It does not certify a product, establish technical suitability or replace the project agreement.