

# Information to be provided for each inquiry

Mandatory Information	Additional Information
<ol style="list-style-type: none"><li>1. Budgetary or firm cargo/inquiry?</li><li>2. POL + POD</li><li>3. Cargo description and packing list (preferably excel file)</li><li>4. Drawings/lifting instructions (especially for heavy lifts and/or bulky cargo)</li><li>5. Time of shipment/laycan</li><li>6. Basic shipping terms:<ol style="list-style-type: none"><li>1. liner terms hook/hook, FIOS with xx hours free time etc.</li><li>2. deck or under deck stowage (or partly)</li><li>3. stackable or not stackable (or partly)</li><li>4. other terms specifically requested by the client (e.g., last in first/out, latest date of arrival, additional free time, draft restrictions etc.)</li></ol></li><li>7. Timeline/deadline if any. Otherwise replies will be provided “in due course”.</li></ol>	<ol style="list-style-type: none"><li>1. History with the client (previous projects/shipments, recent meetings etc.)</li><li>2. History of the inquiry itself (e.g., when did we start working on it?)</li><li>3. Any competitors involved?</li><li>4. Budget of the client/target rate</li><li>5. Additional info such as pictures, drawings etc.</li></ol>

