Define the rooms and site

For factory-built prefab container houses. Complete what you know; mark other items TBC.

Fill, save a copy, then send it with your sketch or room list. No final drawing is needed to begin.

1. Project reference and contact

Project name, company, contact person and preferred email or phone.

2. Location, use and people

Country / city / site; office, accommodation or other use; users and peak simultaneous use.

3. Rooms and quantities

Room types and counts; people per room; bathrooms, shared facilities and delivery phases.

4. Building system and fit-out

Preferred system or request a recommendation; essential furniture, equipment and finishes.

5. Site information available

Access and unloading space; known ground levels, utility points and local project requirements.

Attach available sketches, site photos and drawings. Identify their date or revision.

Define the supply request

Use the same brief for each proposal so differences in the offer are visible.

6. What should the supplier quote?

Building / fit-out / packing / freight / installation support; name exclusions and local work.

7. Delivery point and site responsibilities

Port or site address; who handles import, local transport, unloading, assembly and connections?

8. Budget basis, if available

Currency and date; building only, landed or ready-for-use budget; mark estimates and unknowns.

9. Timing and current project stage

Target date for use; shipment phases; concept / design / quotation / order; key dependencies.

10. Open questions and requested response

List each TBC item and who can resolve it. Ask for a layout option, scope clarification or quote.

This brief starts a discussion. Confirm the selected drawings, specification, exclusions and responsibilities in the project offer before ordering. TBC does not mean included or zero cost.

Planning help: Cost guide Layout guide Kit scope