Packaging Equipment Project Brief

Start with the four essentials. Add supporting details when available; unknown items can remain open for review.

01 Start with the production task

State units and meaningful ranges. A model can be selected after the package and product review.

Product / application and relevant variants

Target fill weight or volume - include units

Package route, dimensions and closure

Required accepted output and order pattern

02 Add the operating boundaries

Product condition, flow, particles or temperature

Film / pouch / fitment and available drawings

Site, available space, electrical supply and air

Feeding, inspection, downstream and changeovers

03 Prepare evidence for the next review

- ☐ Representative product and production-intent packaging samples.
- ☐ A list of formats, recipes, difficult conditions and cleaning requirements.
- ☐ Finished-pack pass criteria and the proposed trial / acceptance boundary.

You can contact INMAYPACK before completing this sheet. Do not include confidential recipes unless a suitable sharing arrangement is agreed.

Prefer a guided online brief? Use the RFQ builder.

Engineering review **sales@ewpackmachinery.com**

Planning aid only - not a quotation, specification or performance guarantee.

Compare the Same Quoted Scope

Use one production basis. Ask each supplier to state what is included, optional, buyer-supplied or excluded.

Supplier / quote A: reference and revision

Supplier / quote B: reference and revision

04 Keep exceptions beside the requirement

Record the actual proposal reference or missing point. A blank cell is not confirmed scope.

Scope to compare	Quote A - scope / exception	Quote B - scope / exception
Machine, package tooling and approved formats		
Dosing, product supply and contact-part boundary		
Coding, inspection, rejection and downstream handling		
Utilities, layout, access and interface ownership		
Changeover, cleaning and product / format limits		
Samples, trial basis, pass criteria and records		
Installation, training, documents and service scope		
Dated offer, currency, delivery basis and exclusions		

05 Open items and the agreed next action