ProSense | Practical engineering resources

Instrumentation RFQ worksheet

A concise, reusable brief for product selection and quotation.

Type into the fields or print. Use one sheet per instrument tag or test case.

1. Project, instrument tag and quantity

Reference, new installation / replacement / spare; repeat one sheet per tag.

2. Measured medium and duty

Liquid / gas / other; composition or concentration; what the measurement is used for.

3. Measurement range and performance

Minimum / normal / maximum with units; required uncertainty and response time.

4. Process and ambient conditions

Temperature and pressure ranges; indoor / outdoor; washdown, dust or vibration.

5. Materials and mechanical connection

Wetted material restrictions; thread / flange size and rating; drawing reference.

6. Power, output and receiving system

Available supply, output / protocol, PLC / logger / display, cable and connector.

7. Existing model and acceptable alternatives

Full model and option codes; nameplate photos; required direct-fit constraints.

8. Documentation, accessories and acceptance

Exact-model datasheet, drawings, required certificates and scope, test requirements.

9. Delivery and technical contact

Delivery suburb / state / postcode; required date; partial shipments; contact details.

10. Supplier response and exceptions

Proposed order code; included accessories; assumptions; lead time and price basis.

Mark unknown details as unknown. Confirm suitability against exact-model documentation before order.
This planning aid does not establish certification, compatibility, stock or delivery commitments.

Full guide and context

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