

[organization name]

Appendix 1 – Customer Requirement Review Checklist

Customer Name:			
Address:			
Customer Contact Name:			
Specified request of customer:			
Product ID:			
Is suggested that customer request? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Changes in specified requests of customer:			
Change number:			
Date of change:		Request status:	
Is suggested that customer change request? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Requests that are implied, but customer hasn't stated them:	
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Customer's request analysis:	
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According to Customer's request analysis, the following activities are suggested:

a)

Name of product/service	Requested by	Status	Suggested by

b)

Approved by:		Date:	
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Reasons why company can't or won't meet customer's requests:	
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[job title]
[name]

Commented [16A1]: Delete if requests are listed in Project Plan or similar document.

Commented [16A2]: Write in the identification number of

Commented [16A3]: Usually Sales Manager together with

Commented [16A4]: Write in the names of products and services that should be purchased in order to meet customer's requests.

Commented [16A5]:

Commented [16A6]: List the reasons why company can't or won't meet customer's requests. E.g.:

[organization name]

[signature]