Appendix 1 – Customer Requirement Review Checklist

░░░░░░░░	
Address:	
░░░░░░░░░░░░░	
Specified request of customer:	
░░░░░░░	
░░░░░░░░░░░░░░░░░░░ ☐ Yes ☐ No	
Changes in specified requests of customer:	
░░░░░░░░	

Date of change:		░░░░░░░░	

░░░░░░░░░░░░░░░░░░ ☐ Yes ☐ No

Requests that are implied, but customer hasn't stated them:	
░░░░░░░░░░░░	

According to Customer's request analysis, the following activities are suggested:

a) ░░░░░░░░░░░░░░

Name of product/service	░░░░░	░░░░	Suggested by

b) ░░░░░░░░

Approved by:		Date:	

░░░░░░░░░░░░░░░░░░░

- ●

[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]