DENTAL EQUIPMENT PLANNING PACK

Equipment inventory

Build a room-by-room record for a purchase or service enquiry. Use one row per asset; duplicate this page for larger inventories. Use asset details only, without patient information.

01 Build the inventory | 02 Plan the requirement | 03 Compare & prepare

Clinic / location _____

Prepared by / date _____

A Record the equipment

Room / asset ref	Equipment / make / model	Serial number	Qty

B Connect records to the inventory

Asset ref	Last service / warranty record	Manual / photo / report filename

Enquiry reference: _____ Inventory continued on: _____

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UAE primary coverage. GCC logistics arranged to suit the agreed scope.

DENTAL EQUIPMENT PLANNING PACK

Buying & service planning

Give each supplier the same brief. Tick completed prompts and record unresolved items before requesting a final quotation.

01 Build the inventory | 02 Plan the requirement | 03 Compare & prepare

Project / enquiry reference

Decision owner / target date

A For equipment purchases

- [ ] Identify new, replacement or expansion items, quantities and intended rooms.
- [ ] Separate equipment needed now from possible future purchases.
- [ ] Ask for exact models, included accessories and written compatibility review.
- [ ] Request delivery, installation, handover and site-work responsibilities.
- [ ] Ask for warranty terms, service arrangements and documentation supplied.

B For service enquiries

- [ ] Attach the inventory and available manuals, photos and previous reports.
- [ ] Separate planned service from observed issues; add asset references and dates.
- [ ] List room availability and the person coordinating clinic access.
- [ ] Agree approval for extra work, parts and any return visit before commitment.
- [ ] Request an asset-level report of work completed and unresolved findings.

C Set the purchasing priorities

Budget allowance / currency

Required date / priority

Must-have inclusions / open questions

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DENTAL EQUIPMENT PLANNING PACK

Compare quotes & prepare

Compare the same scope, quantities and currency. Record missing inclusions as questions; a quoted total alone may not cover the whole requirement.

Project / comparison date

Currency used for comparison

A Compare two offers

Comparison point	Supplier A / quote ref	Supplier B / quote ref
Exact models / quantities		
Equipment / labour / parts		
Delivery / installation / site work		
Total incl. stated tax / exclusions		
Payment / validity / lead time		
Warranty / service / handover		

B Confirm site readiness

- ☐ Access route, unloading and delivery contact confirmed with the site team.
- ☐ Room availability and any site survey coordinated with the supplier.
- ☐ Site preparation, installation and handover responsibilities agreed in writing.

Open item / responsible person

Due date / approval owner

Send your completed pack with the inventory and available supporting records.

Include your UAE or GCC site location so delivery and visit logistics can be arranged.

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