



Checklist for Ordering Concrete

The following information will be requested when ordering concrete:

Given Name: _____ Phone: _____

Family Name: _____ Site Located: _____

Company: _____ Mobile: _____

Project address: _____

Contact Person at Site: _____ Phone: _____

Quote No: _____ (if applicable)

Order details: Grade of Concrete _____ Volume _____ m³

Maximum Aggregate Size _____ mm

Slump at site _____ mm

Day & Date concrete required: _____

Time first load required: _____

Truck intervals: _____

Payment method: Cheque Credit Card Account

Other considerations:

- has truck access been checked
- has pump been organised (if applicable)
- have concreters been organised
- in calculating volume required has allowance been made for wastage and variations in dimensions
- have vibrators been organised to consolidate concrete
- has curing been planned
- have effects of weather been considered
 - cold weather: slower set rate
 - hot weather: accelerated rate, plastic shrinkage cracking
 - wind: plastic shrinkage cracking
 - rain: effect on finish