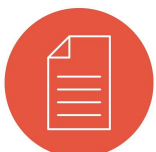


# Document Templates



## **Template 1A: Product Specification**

This template is used to list all technical specifications, materials, standards, logos, and packaging files. Ensure that this document is always kept updated, in case you make the design or material changes.



## **Template 2A: Supplier Overview**

This document is used to keep track of supplier contact details, prices, MOQ, and other supplier-related information.



## **Template 3A: Product Sample Terms**

This template lists pre-production sample order terms, product lists, and other relevant information.



## **Template 3B: Product Sample Revision**

Use this template is used to document product sample issues in case you receive faulty product samples.



## **Template 4A: Production Manual**

This template covers accepted defect rates, subcontracting terms, lab testing and quality inspection terms, payment terms, shipping terms, export packaging, and the overall order process.



## **Template 4B: Quality Control Checklist**

Standardized quality inspection checklists for various product categories. You can also add your own tests to the checklist.



## **Template 4C: Purchase Order**

Use this template to place orders (including reorders) from your supplier.

## Email Templates

Email Template #1: RFQ

Email Template #2: Product Sample Terms

Email Template #3: Order Confirmation

## Material Guides (PDF)

Material Guide: Metal

Material Guide: Leather

Material Guide: Plastics

Material Guide: Textiles

Material Guide: Electronics