

Project Manager

1. Create Product Specification

Tasks	Status
1.0 Introduction	<input checked="" type="checkbox"/>
1.1 Create Product Specification	<input checked="" type="checkbox"/>
1.2 Research Product Regulations	<input checked="" type="checkbox"/>
1.3 Create Label Files	<input type="checkbox"/>
1.4 Create Design Files	<input type="checkbox"/>
1.5 Task List	<input type="checkbox"/>
Template 1A: Product Specification	<input type="checkbox"/>

Use the **Project Manager** to go step-by-step through the entire importing process. Each task (see list above) includes tutorials, videos, and document templates, to help you complete the process.

Module 1: Create Product Specification

Tutorials

- 1.0 Introduction
- 1.1 Create Product Specification
- 1.2 Research Product Regulations
- 1.3 Create Label Files
- 1.4 Create Design Files
- 1.5 Task List

Material Guides (PDF)

- Material Guide: Metal
- Material Guide: Leather
- Material Guide: Plastics
- Material Guide: Textiles
- Material Guide: Electronics

Attachments (PDF)

Document Templates

- Template 1A: Product Specification

Videos

- [Tutorial] Create Product Specification Video
- [Template] Product Spec Sheet File

- 1.1 Product Packaging
- 1.2 Trademarks & Patents
- 1.3 Cost Calculation
- 1.4 Product Timeline
- 1.5 Design Freelancers

Module 2: Supplier Research

Tutorials

- 2.0 Introduction
- 2.1 Supplier Sourcing
- 2.2 Request for Quotation (RFQ)
- 2.3 Select Suppliers
- 2.4 Task List

Videos

- [Tutorial] Supplier Research
- [Tutorial] Using Alibaba.com
- [Tutorial] Using Globalsources.com
- [Template] Supplier Overview

Document Templates

- Template 2A: Supplier Overview
- Email Template #1: RFQ

Module 3: Product Sample Development

Tutorials

- 3.0 Introduction
- 3.1 Create Product Sample Terms
- 3.2 Sample Production
- 3.3 Task List

Videos

- [Tutorial Video] Product Sample Development
- [Template Video] Sample Order Terms

Document Templates

- Template 3A: Product Sample Terms
- Template 3B: Product Sample Revision
- Email Template #2: Product Sample Terms

Module 4: Production & Quality Control

Tutorials

- 4.0 Introduction
- 4.1 Production Manual
- 4.2 Deposit Payment
- 4.3 Production
- 4.4 Quality Inspection
- 4.5 Laboratory Testing
- 4.6 Balance Payment
- 4.7 Task List

Videos

- [Tutorial Video] Production & Quality Control
- [Template Video] Production Manual
- [Template Video] Quality Control Checklist
- [Template Video] Purchase Order

Document Templates

- Template 4A: Production Manual
- Template 4B: Quality Control Checklist
- Template 4C: Purchase Order
- Email Template #3: Order Confirmation

Module 5: Shipping & Import Tax Databank

- 5.0 Introduction
- 5.1 Export Packaging
- 5.2 Sea Freight
- 5.3 Air Freight
- 5.4 Import Taxes
- 5.5 Task List

Videos

- [Tutorial] Shipping, Taxes & Customs

Attachments (PDF)

- USA Import Tax Overview
- EU Import Tax Overview
- Australia Import Tax Overview