Cat Litter Sourcing Worksheet

Use this worksheet to compare suppliers on the same litter formula, packaging version, quantity and delivery basis. Record the source and date beside every number. Leave fields blank until confirmed in a written offer or test record.

Project brief

Field	Your project requirement	Evidence / date
Product and intended use		
Target market and sales channel		
Net weight per retail bag and pack format		
Estimated first-order / repeat-order volume		
Destination port / delivery terms		
Target launch date and hard constraints		

Supplier shortlist

Candi date	Legal entity / production site	Published scope or MOQ	Evidence gaps to clear
1			
2			
3			
4			
5			

Specification and acceptance record

Check	Agreed method or condition	Target / limit	Actual result / evidence	Pass / fail / open
Formula and ingredient percentages				
Pellet / granule size and distribution				
Moisture				
Dust / fines method and result				
Absorption method and liquid volume				
Clump strength / breakup test				
Bulk density and bag fill				
Fragrance / colour / additives				
Bag film, seal, closure and label				
Batch identity / COA / storage				
Buyer signature and approved revision				

Quotation and full-cost comparison

Cost field	Supplier / quote reference	Amount, currency and basis	Included / excluded / expiry
Goods: same formula and net quantity			
Samples and courier			
Print bags / plates / setup			
Testing / compliance documents			
Inspection / reinspection			
HunterSourcing service fee and basis			
Freight / insurance / destination charges			
Applicable duties / taxes			
Payment milestones / release conditions			
Total acquisition cost calculation			

Formula: total acquisition cost = goods + samples + setup / print + testing + inspection + sourcing service fee + freight / insurance + applicable import costs. Add a charge only when it is not already included in another line.

Suggestion: 1,000 kg / 2.5 kg = 400 bags; 25,000 kg / 2.5 kg = 10,000 bags. Confirm the actual net fill and independently quoted packaging minimum.