

China sourcing checklist

A practical brief for comparing suppliers, approving samples and planning an order.

- ☐ **Define the product**
Record material, dimensions, weight, colour, function and reference photos.
- ☐ **Separate the quantities**
State quantities per SKU, colour and packaging version; include reorder expectations.
- ☐ **Name the destination**
Give the destination country, sales channel and delivery location.
- ☐ **Make costs comparable**
Request currency, unit basis, shipping term and exclusions; separate tooling and sample costs.
- ☐ **Specify your branding**
List logo placement, artwork, labels, retail packaging and carton requirements.
- ☐ **Agree sample approval**
Set sample criteria and keep an approved reference; distinguish samples from bulk production.
- ☐ **Check product requirements**
Identify destination-market requirements; verify document scope, model and issuer.
- ☐ **Plan inspection**
Agree inspection points, defect classes, sampling plan and the response to a failed inspection.
- ☐ **Confirm payment and remedies**
Record deposit, balance conditions, defect handling and any agreed warranty in writing.
- ☐ **Plan dispatch and delivery**
Confirm readiness date, carton details, consolidation, transport mode and customs responsibilities.

Planning aid only. Product requirements and commercial terms must be confirmed for your order.

Prepare your sourcing request

Complete what you know. Mark unknown fields as "to be confirmed" rather than guessing.

Product / reference link

Material, size and key specifications

Quantity per SKU / colour

Destination country / sales channel

Target budget / currency / shipping term

Logo, packaging and labelling

Samples / approval requirements

Required documents / inspections

Target date / existing supplier details

Company / name / email

Send your brief: <https://huntersourcing.com/contact-us/>

Share only information needed for a sourcing assessment. Avoid sending bank details or sensitive customer data in an initial request.