



PRODUCT SOURCING REQUEST FORM (RFQ)

Please fill in the details below. Don't worry if some information is unknown, we can help develop the product with you.

1. COMPANY INFORMATION

Company Name	
Contact Name	
Position	
Email	
Phone / WhatsApp	
Website	
Country	

2. PRODUCT INFORMATION

Product Name / Description	
Product Category	
New / Existing Product	
Reference Images / Links	

3. TECHNICAL SPECIFICATION

Key Materials	
Product Dimensions	
Weight (if known)	
Colour Requirements	
Surface Finish	
Printing / Branding Requirements	
Assembly Requirements	

4. CUSTOMIZATION REQUIREMENTS

Custom Logo Required	
Logo Application Method	
Custom Packaging Required	
Barcode Required	

Instruction Manual Required	
Retail Ready Packaging	

5. COMMERCIAL REQUIREMENTS

Target Price (USD)	
Incoterms Preferred	
Initial Order Quantity	
MOQ Target	
Forecast Annual Volume	
Reorder Frequency	
Target Launch Date	

6. QUALITY REQUIREMENTS

Inspection Required	
Critical Quality Points	
Known Quality Issues to Avoid	

7. COMPLIANCE & TESTING

Target Market	
Required Certifications	
Sustainability Requirements	

8. LOGISTICS

Preferred Shipping Method	
Destination Port / City	
Destination Country	
Special Shipping Requirements	

9. DOCUMENTS PROVIDED

List Documents Provided	
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10. ADDITIONAL COMMENTS

Comments	
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