**QC INSTRUCTIONS**

**BEFORE YOU FILL OUT THIS DOCUMENT, PLEASE CAREFULLY READ THE BELOW INSTRUCTIONS:**

* **Please thoroughly fill out the below form with all the important details. This form is the reference document we’ll transfer to our inspector so that he can perform the inspection according to YOUR requirements by CHECKING ONLY WHAT IS IMPORTANT FOR YOU.**
* **Nothing else than what is filled out in the section 4 (QC CHECKLIST) of this document will be checked by our inspector, that is why it is important you do not forget anything.**
* **As a WORD format, this document content and format is highly customizable, so feel free to add or change it in order to write all you important product details or inspection requirements! The most important is that you give us all the necessary information**
* PLEASE INSERT YOUR PICTURES IN THE DOCUMENT BELOW , DO NOT SEND THEM SEPARATELY
* **PLEASE INPUT ALL IMPORTANT NECESSARY DATAS IN THIS DOCUMENT. You can send other additional documents separately but we will not copy and paste other documents datas into this document for you. (So please do not write down in this document “ See attached doc ref…..”. Only this document will be passed to our inspector, other attachments won’t be.**

**DO YOU NEED VIDEOS FOR THIS INSPECTION (extra 70USD charge):**

 [ ]  Yes, I need videos

 [ ]  No, I do NOT need videos

1. **CHINA SUPPLIER DETAILS**

|  |  |
| --- | --- |
| Supplier company name |  |
| Supplier address (at least name of the city where it is located) |  |
| Contact person name |  |
| Contact person phone number |  |
| Contact person email address |  |

1. **ORDER QUANTITY DETAILS**

**Your order reference number :**

What is your order unit ?

[ ]  Pieces

[ ]  Sets

**Please list below the products in your order per quantity**

|  |  |
| --- | --- |
| Order total quantity |  |
| How many different products, references, colors, size do you have in this order ? |  |
| **If you have more than one kind of product in this order, please list below the quantity per kind of products** |
| Product name (or reference, or color, or else) | Quantity |
| Product 1 |  |  |
| Product 2 |  |  |
| Product 3 |  |  |
|  |  |  |
|  |  |  |

1. **PRODUCT DESCRIPTION**

|  |  |
| --- | --- |
| Product name |  |
| What is your product main function |  |
| Product material |  |
| Does product have a branding / logo | [ ]  Yes [ ]  No |
| Does product have any barcode | [ ]  Yes [ ]  No If Yes, please specify Barcode number :  |
| Does your product have individual packaging | [ ]  Yes [ ]  No If yes please specify what individual packaging (how products are individually packed :  |
| Export carton packing method ( how many products packed per export carton |  |
| Export Carton size |  |
| Export carton weight |  |
| Shipping marks on cartons |  |
| Other important product description points (**add as many row as needed**) |
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**PRODUCT PICTURES** (Please put **as many pictures as necessary**, clear pictures. It can be product pictures, packaging pictures,branding , barcode, etc…. )

**🡻PLEASE INSERT YOUR PRODUCT DETAILED PICTURES BELOW (Do not send pictures separately) 🡻**

1. **QC CHECKLIST**

**What do you need us to check (please tick the box of what needs to be checked during inspection)**

[ ]  production status (how many pieces finished and packed, how many not finished, etc...)

[ ]  Product workmanship (check for any visual defects like tear,visual damage, dirty stain, scratch, loose thread, etc...)

[ ]  Packing and packaging (check individual packaging, export carton size, weight, shipping marks, barcode...)

[ ]  Product general appearance (right color, right branding, right position of branding, right accessories, right tag or label..)

[ ]  Product size (length, width, diameter, thickness, weight...)

[ ]  Product functional tests (make sure the product works and other product tests like product barcode scan,etc...)

**PLEASE LIST YOUR MOST IMPORTANT CHECKPOINTS, THE THINGS YOU WANT OUR INSPECTORS TO FOCUS ON DURING THE INSPECTION**. IF YOU DO NOT LIST ANY IMPORTANT CHECKPOINT BELOW, WE WILL NOT BE ABLE TO PERFORM THE INSPECTION.

Those listed checkpoints will be the focal points of our inspection, and will ensure you will get a useful & clear report ( the checkpoints can be functional, visual , related to size, related to packing or packaging…)

|  |  |
| --- | --- |
| To be checked | Remark |
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