

# Document Templates



## **Template 1: Product Specification**

This template is used to list all technical specifications, materials, standards, logos, and packaging files. Ensure that this document is always kept updated, in case you make the design or material changes.



## **Template 2: Product Sample Terms**

This template lists pre-production sample order terms, product lists, and other relevant information.



## **Template 3: Production Manual**

This template covers accepted defect rates, subcontracting terms, lab testing and quality inspection terms, payment terms, shipping terms, export packaging, and the overall order process.



## **Template 4: Quality Control Checklist**

Standardized quality inspection checklists for various product categories. You can also add your own tests to the checklist.



## **Template 5: Purchase Order**

Use this template to place orders (including reorders) from your supplier.