CHINA OPS KITS

China Factory RFQ Completeness Checklist

16 fields to demand in writing before you compare quotes

If 3+ boxes are empty, do not rank suppliers yet—chase fields first. Chat-only answers count as missing.

Identity & scope

- ☐ Legal factory / trading company name + contact person
- ☐ Product description, material, specs, drawings/photos attached
- ☐ Target qty + forecast (or “spot PO only”)

Commercial

- ☐ Currency
- ☐ Unit price basis (EXW / FOB / CIF…) + named place/port
- ☐ MOQ and price tiers
- ☐ Quote validity date
- ☐ Payment terms (deposit / balance trigger)

Ops

- ☐ Lead time definition (from what event?)
- ☐ Sample cost, sample lead time, sample freight payer
- ☐ Packing method + carton marks
- ☐ Inspection window (pre-shipment / during production)
- ☐ Tooling / mold ownership if any

Risk flags (write N/A if none)

- ☐ Hazardous / battery / food-contact / kids product? (if yes → compliance owner named)
- ☐ Subcontracting allowed? (yes/no + disclosure)
- ☐ Change-notice rule for material / process swaps

Full kits → chinaopskit.com

$49 China Sourcing RFQ & Landed-Cost Kit for Coze · $24 China RFQ Talk Tracks & Follow-up Checklist EN/ZH
$34 Supplier Quote Scorecard & Compare Sheet · $44 Freight & 3PL RFQ Template Kit
One-time USD digital downloads via Creem (Merchant of Record) when Live checkout is enabled.
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