

Manufacturer RFQ Brief Template

Sent to

Date

1

Product name

2

One-sentence description

3

Reference images / drawings attached

☐ Y ☐ N

list files

4

Dimensions and capacity

tolerance ±

5

Materials and grades

6

Colors (Pantone/RAL) and finish

7

Functions and features

8

Logo

method

position

size

artwork file

9

Private label requirements

10

Packaging

unit pack

master carton qty

inserts

11

First order quantity

12

Forecast volume, next 12 months

13

Target market and destination country

14

Compliance / certifications required

15

Target production timeline

16

Shipping terms (Incoterm and port), if known

17

Measurable quality standards / test criteria

18

Anything non-negotiable