

Scaling from Sample to Container Order - checklists

From: Scaling from Sample to Container Order

<https://emiagroindustries.com/playbooks/scaling-from-sample-to-container-order>

Every step checklist from this playbook, plus the one-page master.

Sample request checklist

- ☐ 1. Named batch and its COA requested together
- ☐ 2. TDS / specification sheet requested
- ☐ 3. SDS requested (or written statement that none is issued)
- ☐ 4. Production date and packaging photo requested
- ☐ 5. Sample size covers lab, formulation and retention
- ☐ 6. Freight payer and courier agreed in writing
- ☐ 7. Customs declaration wording for samples confirmed for your destination

Trial-order checklist

- ☐ 1. Trial quantity and format agreed
- ☐ 2. Trial batch COA received before dispatch
- ☐ 3. Supplier retains a sealed sample of the trial batch
- ☐ 4. Packaging, labelling and pallet standard agreed
- ☐ 5. Transport mode and Incoterm for the trial agreed
- ☐ 6. Arrival inspection planned against the approval record
- ☐ 7. Document set for the trial listed and received
- ☐ 8. Trial evaluated in writing before the container order

Specification agreement checklist

- ☐ 1. Parameters, limits and units listed
- ☐ 2. Test method referenced per parameter
- ☐ 3. Sampling plan on arrival defined
- ☐ 4. Acceptance and rejection rule written
- ☐ 5. Dispute laboratory named and cost allocation agreed
- ☐ 6. Retained-sample rule for both parties
- ☐ 7. Packaging and labelling specification
- ☐ 8. Shelf-life and storage statement
- ☐ 9. Change-notification clause

- ☐ 10. Agreement referenced on purchase orders and COAs

Container plan checklist

- ☐ 1. Container size chosen against volume and weight
- ☐ 2. Packaging format chosen and net weights confirmed
- ☐ 3. Drums or pallets per container confirmed with the supplier
- ☐ 4. Destination road weight limit checked
- ☐ 5. Shelf-life maths done against monthly usage
- ☐ 6. Stowage or temperature requirement stated if needed
- ☐ 7. Pallets ISPM 15 compliant
- ☐ 8. Labelling per destination requirement

Commercial terms checklist

- ☐ 1. Incoterm and named place on the pro-forma
- ☐ 2. Freight and insurance responsibilities understood
- ☐ 3. Payment structure agreed (LC or TT; deposit; balance trigger)
- ☐ 4. Bank details verified by call-back to a known number
- ☐ 5. Payment routed to the exporter's own bank account in the legal name
- ☐ 6. Claims window for quality issues agreed
- ☐ 7. Currency and exchange-rate treatment agreed
- ☐ 8. Pro-forma, specification agreement and purchase order cross-referenced

The nine steps

- ☐ 1. 1. Sample requested properly
- ☐ 2. 2. Sample evaluated and recorded
- ☐ 3. 3. Trial order placed and written up
- ☐ 4. 4. Specification agreed in writing
- ☐ 5. 5. First container planned
- ☐ 6. 6. Incoterm and payment agreed
- ☐ 7. 7. Logistics timeline mapped
- ☐ 8. 8. Incoming QC run on arrival
- ☐ 9. 9. Repeat-order cadence set