

B2B PROJECT RESOURCE

OEM/ODM RFQ Information Checklist

A buyer-ready input list for ironing board quotations, samples and project reviews.

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What information produces a usable OEM/ODM quotation?

A usable quotation starts with a defined product, volume, destination and customization scope. The checklist below reduces clarification cycles and helps VENACE confirm feasibility, documentation and pricing inputs without guessing.

Company and commercial brief

- Company legal name, website, country and buyer type
- Contact name, business email and phone/WhatsApp
- Target market and sales channel
- Estimated order quantity and forecast cadence
- Delivery destination and requested delivery window

Product and installation brief

- Product type and reference item number
- Application: hotel, apartment, laundry room, wardrobe, closet or cabinet
- Dimensioned cabinet or wall drawing
- Available width, height, depth and operating clearance
- Wall/cabinet material, panel thickness and planned reinforcement
- Required finish, cover material/color and accessories

Customization and packaging

- Branding location and artwork files
- Color standard or approved physical sample
- Retail or project packaging, labels, manuals and carton marks
- Barcode, language and market-specific information
- Sample and approval requirements

Documentation and quality brief

- Applicable destination-market requirements identified by the buyer
- Required technical drawing revision
- Inspection characteristics, tolerances and acceptance method
- Requested material declarations or test documents, subject to model and project confirmation
- Required inspection report, sample record, packing list and shipping documents

Files to attach

File	Preferred content
Cabinet / wall drawing	Dimensions, material, thickness, hinges, shelves, doors and fixing zone
Customization brief	Color reference, artwork, placement and approved sample process
Packing brief	Unit pack, carton marks, labels, language and barcode
Quality brief	Critical characteristics, tolerances, test method and acceptance criteria
Delivery brief	Destination, incoterm request, schedule and consolidation needs

Items that must be confirmed

MOQ, price, lead time, certifications, load ratings, warranty and destination-specific compliance are not assumed in this checklist. VENACE confirms them for the selected model and order configuration.