



PET PRODUCT SOURCING CHECKLIST

For retailers, distributors, importers and pet brands - use one copy per model and destination.

1 BUYER BRIEF

- ☐ Destination market and importing country
- ☐ Sales channel and target customer
- ☐ Exact model, version or product link
- ☐ Estimated quantity and launch stage
- ☐ Branding, colour or packaging scope

2 PRODUCT FACT RECORD

- ☐ Source document, revision and date checked
- ☐ Dimensions with confirmed measurement unit
- ☐ Material by component, finish and colour
- ☐ Capacity, pet-size or load basis if documented
- ☐ Functions, accessories and replaceable parts
- ☐ Product, label and current sample photos

5 COMMERCIAL CLOSE

- ☐ Unit-price basis, currency and quotation validity
- ☐ MOQ, sample arrangement and estimated lead time
- ☐ Warranty, spare parts and after-sales process
- ☐ Included and excluded packaging or service scope
- ☐ Incoterm, named place and payment terms

3 MARKET CONFIGURATION

- ☐ Rated input, frequency, power and plug or adapter
- ☐ Wireless technology, app region and account needs
- ☐ Manual, packaging, warning and label languages
- ☐ Exact reports, declarations or registrations requested
- ☐ Importer, responsible party or economic operator details
- ☐ Confirm scope against the exact model and version

4 PACKING AND FREIGHT

- ☐ Assembled, partly assembled or flat-packed
- ☐ Unit carton L x W x H, net weight and gross weight
- ☐ Surface, corner, hardware and moisture protection
- ☐ Units per carton or pallet and loading basis
- ☐ Solid-wood pallet, crate or dunnage declaration
- ☐ Destination, delivery term and freight exclusions

6 EVIDENCE CHECK

- ☐ Product label and rating-label image received
- ☐ Current user manual and packing file received
- ☐ Requested reports match model, version and market
- ☐ Open questions have an owner and confirmation date
- ☐ Formal quotation reflects the confirmed configuration

QUOTE-READY REQUEST

Send the selected model(s), quantity, destination, channel, required configuration, packing basis and Incoterm. Mark unknown fields for written confirmation instead of guessing.