

Use this template to clearly communicate your product requirements with Chinese factories and suppliers.

●●● 1. Basic Product Information

- Product Name: _____
- Product Category: _____
- Intended Use: _____
- Target Market (Country/Region): _____
- Certifications/Standards Required (e.g., CE, FDA, ISO): _____

●●● 2. Product Specifications

- Dimensions (Length x Width x Height in mm): _____
- Weight (g or kg): _____
- Material(s): _____
- Color(s): _____
- Finish/Texture: _____
- Packaging Requirements: _____
- Labeling (logos, instructions, barcodes): _____

●●● 3. Functionality & Features

- Key Functions: _____
- Moving/Mechanical Parts (if applicable): _____
- Electrical Requirements (if applicable): _____
- Waterproofing/Heat Resistance (if needed): _____

●●● 4. Design Files & Supporting Documents

- 3D Drawings/CAD Files: _____
- Technical Drawings: _____
- Photos/Reference Images: _____
- Bill of Materials (if available): _____

●●● 5. Compliance & Testing

- Required Lab Testing (ROHS, REACH, etc.): _____
- Child Safety/Medical Use Compliance (if applicable): _____
- Factory Audit or Ethical Compliance Requirements: _____

●●● 6. Order Requirements

- MOQ (Minimum Order Quantity): _____
- Target Price per Unit (USD): _____
- Sample Requirement (Y/N): _____
- Sample Lead Time: _____
- Production Lead Time: _____

●●● 7. Shipping & Delivery

- Preferred Incoterm (EXW/FOB/CIF/DDP): _____
- Delivery Location (Port or Warehouse): _____
- Packaging for Freight (e.g., cartons, pallets): _____

●●● 8. Contact Details

- Your Company Name: _____
- Contact Person: _____
- Email: _____
- Phone/WeChat/WhatsApp: _____
- Preferred Language: _____

Tips for Use



- Attach clear reference images and design files with this document.
- Be as specific as possible to avoid assumptions or miscommunication.
- Work with a sourcing agent to help review and communicate your requirements to the factory effectively.