Prepare a Supplier Brief

Send the same dated scope to each candidate so the replies are comparable.

Product / version / date

First-run quantity

Purpose and intended use

Dimensions / intended materials / finishes

Sizes, colors, accessories, packaging, and destination

Available photos / sketches / drawings and open decisions

Required performance, quality, or qualifications where applicable

Desired sample timing / production timing / support needed

Compare Matching Quotes

Write not quoted when a line is omitted. Resolve exclusions before choosing.

Comparison item	Supplier A	Supplier B	Supplier C
Company / location / facility			
Relevant work / verification			
In-house / outsourced process			
Quoted version / quantity			
Unit cost / currency / validity			
Minimum order / variant rules			
Sample cost / sample lead time			
Tooling and setup cost			
Production time / dependencies			
Packaging / shipping exclusions			
Payment stages			
Revision / inspection owner			

Ask to see comparable work. A listing or low unit price alone does not establish that a supplier can deliver your product.

Review Samples and Quality

Use a written reference and record what passes, what changes, and what must be retested.

Sample ID / version / date

Approval owner

Agreed fit, operation, finish, color, contents, and packaging criteria

Requirement / location	Result / evidence	Correction / retest

Inspection points / who checks / evidence / defect handling

Tooling ownership/access and responsibility questions to resolve

Approval / next action

Name / date