Packaging RFQ and spec sheet

Fill one row per item. Send the same sheet to every supplier so the quotes come back comparable. Template by TruePack Global, www.truepackglobal.com/templates/packaging-rfq

Company	
Contact name	
Email	
Phone	
Ship-to address or port	
Delivery terms wanted (e.g. FOB, DDP)	
Currency	
Quotes due by	
Samples needed before order? (yes / no)	

Item #	Item / SKU name	Format	Finished size	Units (mm / in)	Material / structure	Thickness / grade	Closure / features	Print	Finish	Artwork status	Qty per order	Orders per year	Ship-to (city, country)	Needed by	Product inside	Compliance notes	Current supplier / photo	Notes
1																		
2																		
3																		
4																		
5																		
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17																		
18																		
19																		
20																		

Example rows (examples only, not real orders, sizes or prices)

Item #	Item / SKU name	Format	Finished size	Units (mm / in)	Material / structure	Thickness / grade	Closure / features	Print	Finish	Artwork status	Qty per order	Orders per year	Ship-to (city, country)	Needed by	Product inside	Compliance notes	Current supplier / photo	Notes
EXAMPLE	Example: 12 oz whole bean coffee	Stand-up pouch	Example: 150 x 230 x 90 gusset	mm	PET/AL/PE laminate	Example: 120 micron	Zipper, one-way degassing valve, tear notch	Digital or gravure, 4 colours, both sides	Matte	In design	5000	4	Example: Portland, OR, USA	Example date	Coffee, dry	Food contact		Example row, delete before sending
EXAMPLE	Example: shipper for 12 x 16 oz jars	Shipping carton (RSC)	Example inside size	in	Corrugated, kraft	Example: 32 ECT	Dividers for 12 jars	1 colour, 2 sides	None	Need dieline	5000	2	Example: Toronto, ON, Canada	Example date	Glass jars of sauce			Example row, delete before sending

What each column means

Item #	1, 2, 3 …
Item / SKU name	What the pack is for, e.g. 250 g ground coffee
Format	Stand-up pouch, mylar bag, mailer box, folding carton, shipping carton, jar, label, sticker …
Finished size	Pouch W x H x gusset; box inside L x W x D; jar capacity; label W x H
Units (mm / in)	mm or in
Material / structure	e.g. PET/AL/PE laminate, kraft/PE, E-flute corrugated, 350 gsm SBS, glass, PET
Thickness / grade	Film microns or mil; board grade or ECT; glass weight
Closure / features	Zipper, valve, tear notch, window, hang hole, CR zipper, lid type, neck finish, inserts
Print	Method if known, number of colours, sides printed
Finish	Matte, gloss, soft touch, foil, spot UV, emboss
Artwork status	Print-ready / in design / need dieline
Qty per order	Units per order, per item
Orders per year	Expected reorders
Ship-to (city, country)	Warehouse, 3PL or co-packer address or port
Needed by	Date the packaging must arrive
Product inside	Food, pet food, supplement, cosmetic, cannabis, other; dry, oily, liquid, frozen
Compliance notes	Food contact, child-resistant, recyclability claims, label rules your team needs
Current supplier / photo	Optional: who makes it today, photo or spec attached
Notes	Anything else the supplier must know

Tips

Use one unit system per row (mm or in) and say which.

For boxes, give inside dimensions (the space your product needs), not outside.

If you do not know the material or thickness, describe the product and send a photo or a sample of what you use now.

Ask every supplier to quote the same quantities, so unit prices compare like for like.

Ask for setup, plate or tooling fees, sample charges, lead time and freight terms as separate lines.

This is a general template, not legal or compliance advice. Your team decides the label and packaging rules for your product and market.