

OEM buyer brief

For furniture brands and importers. Complete the details you know and mark open items for review.

Use this blank template to prepare your requirements. Confirm MOQ, schedules, documents and commercial terms for the actual order. This template does not establish factory performance or product compliance.

Project and contact

Project / range name _____	Brief revision / date _____
Company / brand _____	Company website _____
Contact name _____	Job title / procurement role _____
Email _____	Telephone _____

Buyer type (select the applicable role)

☐ Brand owner ☐ Importer ☐ Wholesaler ☐ Other

Order scope

Destination country / city / state _____	Sales channel / intended use _____
Product range / categories _____	Planned quantity by model / finish _____
Requested sample / shipment dates _____	Shipment batches / repeat-order plans _____
Source page / URL (optional) _____ _____	

Product specification

Use one copy per product or variant. Keep drawing and sample references consistent.

Project reference	Model / SKU / variant
Drawing file / revision	Reference photo / sample ID
Overall dimensions (write units)	Configuration / functions

Materials and finishes

Part / material	Required specification	Code / reference
Frame / body		
Upholstery (if used)		
Cushion / comfort		
Finish / colour		
Hardware / mechanisms		

Intended use / performance requirements / requested tests and standard versions

Quantity for this model / finish	Quantity per shipment batch
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Details still to be confirmed

Sample approval worksheet

Record the proposed sample, the checks required and the review decision. Leave unreviewed results blank.

Project / model / SKU _____	Sample ID / sample revision _____
Drawing revision _____	Material / finish reference _____
Reviewer / company / role _____	Review date _____

Checks to record

Check	Requirement / reference	Observation / open changes
Dimensions / layout		
Materials / finish		
Appearance / stitching		
Comfort / functions		
Assembly / packing		
Requested documents		

Review decision (select only after review)

- ☐ For review
- ☐ Revision requested
- ☐ Approved for stated scope

Decision scope / exclusions / approved reference _____
Changes requiring re-review / responsible person _____

Packing and document requests

Define the requested packing and delivery scope. Identify the documents you need before order confirmation.

Project / model reference

Delivery destination / receiving location

Label / barcode artwork revision

Carton / shipping marks

Product protection / packing constraints

Assembly / distribution requirements

Requested delivery window / batches

Costs / services to include or exclude

Evidence to request

- | | |
|---|---|
| ☐ Drawing / specification revision | ☐ Packing / label specification |
| ☐ Material / finish references | ☐ Test report: model and standard |
| ☐ Sample approval / change record | ☐ Component document applicability |
| ☐ Order-specific inspection plan | ☐ Factory review agenda |

Document scope / model / standard / availability to confirm

Inspection / packing / delivery responsibilities to confirm

Before confirming an order

- ☐ Confirm specifications, quantities and the approved sample or drawing reference.
- ☐ Confirm MOQ, sampling and production schedules, and quotation terms.
- ☐ Agree inspection, packing and delivery responsibilities in writing.
- ☐ Confirm applicable requirements and the coverage of supporting documents.

Document availability and coverage need confirmation for the actual order.