



Project Information Sheet

Today's date _____ Quote due _____

Customer _____

Address _____

Contact person _____

Tel _____ Fax _____

E-mail _____

Ship to _____

Are there problems with current packaging?

Explain _____

What are the concerns about shipping the product?

Example: Interior damage (shock), exterior (physical)

Explain _____

Special requirements for the pack-out of this project?

Example: Bag, box, skid, quantity per?

Additional information or sketch:

Project Name _____

Description _____

Quantity(s) to quote? _____

Usage per week month quarter year

Is this a New product? Old product?

Is a product sample available? Yes No

Is there a drawing available? Yes No

Is a computer file available? Yes No

What software _____

Do we design to fit an existing box Yes No

Existing box size _____ x _____ x _____

Is a sample of packaging required? Yes No

If Yes, by what date? _____

What is cost of product to be shipped? \$ _____

Is there a budget for this packaging project?

\$ _____

How will product be shipped? Example; UPS, etc.

Weight of product being shipped? _____

Will it be a Reusable or One time package?

One out pack or Multiple cavities?

How many? _____

Use the back of this sheet for other information and/or drawings

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