

RFQ Checklist

The six things that turn a three-week quotation into a same-day one.

FIELD	WHAT TO SEND	EXAMPLE
Capacity	Nominal fill volume	500 ml
Neck	Full finish number, or the closure you stock	24/410
Material	PET / HDPE / PETG, and clarity	PET, clear
Quantity	First order and annual estimate	5,000 / 40,000
Market	Destination country and any certification the retailer demands	US, EU 10/2011
Decoration	Silkscreen colours, hot stamp, label, spray coat	2-colour silkscreen

Optional but useful

- A photo or drawing of a bottle you already use.
- The pump or cap you plan to fit, if you already buy it.
- Target landed cost, if you have one — it changes the packing recommendation.

What you get back

1. Unit price at your quantity, per colour.
2. Packing configuration and container load.
3. Lead time from deposit.
4. Sample plan and courier cost.