

PACKAGING Purchasing Checklist

1  **DESIGN OPTIMISATION**
Size and design structure will impact on the unit cost. Should your packaging hold one unit or 10? Will the packaging design impact on sales of the product? What size will optimise the price for appearance/impact and shipping? What is the best palletisation format?

2  **SUBSTRATES CONSIDERATION**
Is paper/cardboard best or plastic or glass or tin. How do they stack up for durability, sustainability and price?

3  **SET UP COSTS**
Will incurring higher set up costs and lower unit cost mean a lower overall cost? Or would a higher unit price be better?

4  **LEAD TIMES**
Are your orders predictable and can you give long range/bulk orders to ensure you're always well stocked or do you need quick turnaround to respond to variable customer volumes?

5  **ORDER QUANTITIES**
Ordering in bulk and draw down vs lean stock holdings and smaller quantities. Can you take advantage of better unit prices or are there variable ordering cycles and you need to keep lean quantities to avoid wasted stock?

6  **ACCREDITATION/CERTIFICATION**
Does your end customer require certain certification for its packaging and is it essential or simply preferable?

7  **SUSTAINABILITY AND ENVIRONMENTAL IMPACTS**
Does your end customer demand or prefer environmental friendly packaging? Are they prepared to pay for this at a premium? Can you ensure the certification is relevant and up to date?

8  **QUALITY ASSURANCE**
How can you be sure that the quality of your packaging will be maintained on every order? Is the quality control managed by the supplier and how strict will they be with their own quality control? What ongoing QC procedure do you have in place to monitor repeat orders?

9  **RELIABILITY**
How confident are you that your packaging will be delivered on time every time? What procedures are in place to ensure the order is received correctly and processed accurately?

10  **PRICE**
Are you confident you are getting the best price for your requirements? Is buying local or offshore a consideration in determining the best price?