Sample request worksheet

Prepare the information a packaging partner needs before arranging samples.

Related models Forma 150 / Orbit 50

Project / model _____

Reviewer / date _____

01 Product and formula

List the model or reference, formula type and target fill. Note expected viscosity, temperature-sensitive ingredients or other relevant filling constraints.

02 What needs confirmation

Choose the checks the sample must support: appearance, hand feel, fit, dosing, leakage, colour or decoration. Include an approved physical reference when available.

03 Quantity and destination

Identify required sample count, country or region and target review date. Distinguish existing samples from custom colour or decorated samples when discussing freight, charges and timing.

04 Keep a decision record

Record the person approving each aspect, the drawing and artwork revision, and the physical sample reference. Confirm outstanding items before moving to production.

Review notes / remaining actions