Packaging RFQ Template

Packaging is priced on details that are easy to leave out, such as inner dimensions, board grade and how the boxes travel. Fill in this template once and every packaging supplier can quote exactly the same thing.

Part 1. The request

Fill in one template per packaging item, and leave a field empty only when you want the supplier to propose a solution and state it in the quote.

What will be packed Product, weight per unit and how many units go in each pack	
Packaging type Shipping box, mailer, folding carton, rigid gift box, tray, bag, insert	
Style or FEFCO code For example FEFCO 0201 or 0427, or attach a drawing	
Inner dimensions Length × width × height in mm, measured inside the pack	
Material Board grade and flute, folding boxboard weight, paper, plastic or fibre	
Print Number of colours outside and inside, Pantone references, coverage	
Finishing Varnish, lamination, foil, window, handles, tear strip	
Quantity Main quantity, price breaks and expected yearly volume	
Packing and pallets Flat or glued, units per bundle, pallet type and maximum height	
Delivery Address, delivery terms, first delivery date and call-off plan	

Requirements FSC or PEFC, food contact declaration, recycled content	
Samples Blank sample, printed prototype or none	
Artwork Who makes the die line, file format and when files are ready	
Deadline for quotes Date	

Part 2. Measure the right way

- [ ] Measure the product with its protection, so the box is sized for what actually goes inside.
- [ ] Give inner dimensions, because outer dimensions depend on the board thickness the supplier chooses.
- [ ] State the order length × width × height, where length and width are the opening of the box.
- [ ] Add a few millimetres of play where the product needs to slide in and out easily.
- [ ] Send a physical sample of the product when the shape is irregular or fragile.

Part 3. Common styles at a glance

Style	Typical use	Ask the supplier about
FEFCO 0201 slotted box	Shipping and storage of most goods	Board grade for the weight and the stacking height on the pallet.
FEFCO 0427 mailer	E-commerce and subscription boxes	Print inside and outside, and whether it can be sent without an outer box.
Lid and base (0300 series)	Gift and presentation packs	How tight the lid should fit and whether a ribbon or insert is needed.
Ready-glued box (0700 series)	Fast packing lines	Delivery flat with a pre-glued bottom, and the packing speed you need.
Folding carton	Retail products on a shelf	Board weight, window patch, and how the carton is closed.
Rigid box	Premium products	Wrapping paper, inserts, magnets and the longer lead time.

Part 4. Board and strength

Corrugated board is described by its flute and the papers it is made of. Single wall board with E or B flute suits light products and printed mailers, while C flute and double wall board such as BC or EB carry heavier goods and higher stacks. If you do not know which grade you need, give the product weight, the number of boxes stacked on top of each other and how the goods travel, and ask the supplier to state the grade and the edge crush value (ECT) it quotes for.

Part 5. Packaging that touches food

Packaging that will be in contact with food must meet Regulation (EC) No 1935/2004 and the good manufacturing practice rules that go with it. Ask the supplier for a declaration of compliance for the material and the inks, and say which type of food the packaging is for, since dry, fatty and moist foods are tested differently.

Part 6. Compare the quotes

- [ ] Unit price at each quantity, with tooling such as cutting dies and printing plates shown as separate lines.
- [ ] The board grade and the print method each supplier actually quotes for.
- [ ] Lead time for the first order and for repeat orders, which are often shorter.
- [ ] Delivery cost, number of units per pallet and minimum order per call-off.
- [ ] Certificates and declarations you asked for, attached to the quote.

> On Flobid you can send this request once to packaging suppliers that deliver to your country and compare their quotes side by side, without paying anything as a buyer.