# FACTORY AUDIT REPORT (APPAREL)

Date ____________________

## Factory Information

<table>
<thead>
<tr>
<th>Factory Name</th>
<th>Factory Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factory Location</td>
<td></td>
</tr>
<tr>
<td>Contact Phone</td>
<td>Contact Email</td>
</tr>
<tr>
<td>Factory Website</td>
<td></td>
</tr>
<tr>
<td>Factory Members Present</td>
<td></td>
</tr>
<tr>
<td>Number of Factory Sites</td>
<td>Years in Business</td>
</tr>
</tbody>
</table>

## Project Information

<table>
<thead>
<tr>
<th>Project Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Required Capabilities</td>
<td></td>
</tr>
<tr>
<td>Projected Volume</td>
<td></td>
</tr>
<tr>
<td>Delivery Date</td>
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</tbody>
</table>

## Factory Certifications and Licenses

- [ ] Garment License
- [ ] Blue Sign
- [ ] Workers Comp
- [ ] Fair Trade
- [ ] General Liability

## Factory Product Experience

Find out what other products this factory has made and what brands they have worked with.

**Similar products:**

Notes

## Contract / Statement of Work (SOW) Available

- [ ] Yes
- [ ] No

Notes
Approval Processes
What kind of client approval processes does the factory have in place?

<table>
<thead>
<tr>
<th>Approval in development stage</th>
<th>Notes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approval in production stage</th>
<th>Notes</th>
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</table>

Product Development Support
Does the factory offer product development support? ☐ Yes ☐ No

What types of support?

Incoming Quality Control
This department is responsible for inspecting quality and validity of the materials received from outside suppliers, before production begins.

☐ Materials are being inspected to confirm they meet specs and that they are the right part
☐ Materials are being inspected for correct part number

Notes

Outgoing Quality Control
This department is responsible for inspecting product for quality before it leaves the factory.

☐ Factory Inspects
☐ Client Inspects

Notes

Pricing and Volume
Hang tags, stickers, labels, boxes, tape, etc.

Pack and Fold (labor for above)
Shipping

All rounds of samples

Sample yardage and trim

Setup costs for dyeing and printing

Minimum Order Quantity (MOQ)

Tips: If the MOQ is too high they might want to drill into the fixed costs (there is no true MOQ if you are willing to pay). Make sure you uncover all the hidden fees.

<table>
<thead>
<tr>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of Machines</td>
</tr>
</tbody>
</table>

Notes

Storage

This department is responsible for inventorying purchased and produced product.

☐ Does the factory have the storage capabilities required?
☐ Customer supplied materials are labeled and stored separately

Comments

General Comments