

# Information Gathering Form (IGF) Packaging

Project Name \_\_\_\_\_

1. What is the description of the commodity(s) to be packaged?  
\_\_\_\_\_  
\_\_\_\_\_
2. Projected volume: (Ex. Completed units) \_\_\_\_\_
3. Location of where work is to be done: \_\_\_\_\_
4. Product will arrive:  palletized,  slipsheet,  floor loaded,  other (describe) \_\_\_\_\_  
\_\_\_\_\_ No. of units each \_\_\_\_\_
5. Projected on-hand inventory volume, prior to packaging for materials, by item: \_\_\_\_\_  
\_\_\_\_\_
6. How will raw product (wip) be packaged:  carton,  tray,  bundle,  shrink wrapped,  other (describe) \_\_\_\_\_  
\_\_\_\_\_ No. of units each \_\_\_\_\_ ? *Provide sample of finished item, or prototype if available.*
7. Description of what you need for us to do with the product/wip? *Please provide sample of finished item or prototype of item if available.*  repackage,  framed carton,  shrink wrap,  tray,  bundle,  label,  display,  counter top,  floorstand,  other \_\_\_\_\_
8. Provide a written, bullet point description of requirements. *Be sure to include pieces per unit, package size, labels or stickers per unit, shrink film specs if known.*
9. Outline timing of program requirements. Receipt of merchandise and materials (wip), completion date and/or initial ship date(s).
10. Will finished units be stored on pallets?  Yes,  No If no, describe: \_\_\_\_\_
11. Is there a recommended stack pattern?  Yes,  No If yes, please define: \_\_\_\_\_  
\_\_\_\_\_
12. Will the product store or ship more than one high?  Yes,  No If yes, how many? \_\_\_\_\_
13. Will finished goods ship as completed?  Yes,  No If no, what is expected storage term? \_\_\_\_\_  
\_\_\_\_\_
14. Are there other special requirements?  special QC requirements,  ink jet application,  other \_\_\_\_\_  
\_\_\_\_\_
15. How will finished product ship?  UPS,  FedEx,  LTL,  TL,  CPU

Company: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
E:mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_

Thank you for giving Saddle Creek Corporation the opportunity to quote your packaging project. Please attach additional information as needed and return to [info@saddlecrk.com](mailto:info@saddlecrk.com) or fax to 863.666.8295. We will be in contact with you shortly.

The Sales and Marketing Team



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