FREE RESOURCE · CORRUGATED

Corrugated Spec & RFQ Template

Everything a supplier needs to quote a corrugated box accurately. Fill in what you know, leave the rest blank, and send it with any drawing, spec sheet or sample.

Steven Clery
PACKAGING ENGINEER · PACKFORM DEALER
stevenclery.com
sclery@packform.com

COMPANY | CONTACT NAME | EMAIL / PHONE | ITEM / PART # | DATE

01 Box style

Style sets the blank size and the die. Use the industry name if you know it.

☐ RSC (regular slotted) ☐ HSC (half slotted) ☐ FOL (full overlap)
☐ Die-cut (mailer, tray, etc.)

OTHER / DESCRIBE

02 Inside dimensions

Always inside dims, L x W x D. L and W are the opening (L is longer), D is depth. Your product fits the inside; the plant adjusts for board thickness.

LENGTH (IN) | WIDTH (IN) | DEPTH (IN)

03 Flute

Thickness of the corrugated medium. Affects stacking, print surface and freight cube.

☐ A ☐ B ☐ C ☐ D ☐ E ☐ BC (double wall)
☐ EB (double wall) ☐ Not sure

04 Board grade

ECT (edge crush) predicts stacking strength; Mullen (burst) is the older test. They don't convert one-to-one, so give the one on your current spec.

☐ Single wall ☐ Double wall

ECT (E.G. 32, 44) | OR MULLEN # (E.G. 200#)

05 Liner color

Outside liner. White costs more than kraft; choose it for print or shelf appearance.

☐ Kraft ☐ White (outside) ☐ Mottled white ☐ White both sides

06 Print

Plate and ink cost depend on the number of colors and how much of the box is printed.

☐ None ☐ Flexo ☐ Litho label ☐ Digital

OF COLORS | COVERAGE (SPOT, PANEL, FLOOD)

☐ Artwork / print file available

07 Joint & closure

How the box is made (manufacturer's joint) and how you seal it on your line.

☐ Glued joint ☐ Taped joint ☐ Stitched joint
☐ Closed with tape ☐ Glue / hot melt ☐ Staples ☐ Self-locking

08 Quantities

Annual usage sets your price tier; release quantity sets run size and inventory.

ANNUAL USAGE (BOXES) | RELEASE QUANTITY
RELEASES PER YEAR | LEAD TIME NEEDED

09 Unitizing & pallets

How boxes arrive at your dock: pallet, pattern, height and wrap.

PALLET SIZE (E.G. 48 X 40) | MAX LOAD HEIGHT (IN)

☐ Stretch wrap ☐ Strapped / bundled ☐ Corner boards
☐ Heat-treated pallet

PATTERN / BUNDLE COUNT / OTHER

10 Delivery

Freight is part of the price. Where it ships and how you receive it matters.

SHIP-TO CITY, STATE, ZIP

☐ Loading dock ☐ No dock (liftgate) ☐ Appointment required

RECEIVING HOURS / NOTES

11 Pricing (optional)

A current price or target helps me tell you quickly whether I can beat it.

CURRENT PRICE ($/M) | TARGET PRICE ($/M)

12 Current spec & drawing

The fastest quotes start from what you already buy.

☐ Supplier spec sheet ☐ Sample box available
☐ Drawing / CAD attached

CURRENT SUPPLIER / ITEM #

13 Special requirements

Anything the box has to survive or comply with.

☐ Moisture / cold chain ☐ Coating (wax alternative, etc.)
☐ Food contact ☐ Retail / club store specs ☐ Hazmat / UN marking

DETAILS

14 Anything else I should know

PRODUCT WEIGHT PER BOX, HOW IT SHIPS (PARCEL OR LTL), PROBLEMS WITH THE CURRENT BOX

SEND IT TO ME

Email sclery@packform.com or send it at stevenclery.com/#contact. Stock items: next day. Custom: 3-5 business days.