

Manufacturing Project Brief

Organize an initial inquiry without assuming the process is already decided.

Fill digitally in a PDF viewer, or print and complete by hand.

01. Project / company / contact

02. Part name and reference

03. Intended application

04. Drawing or model revision and units

05. Preferred process or options to review

06. Material grade or performance needs

07. Finish / color / cosmetic surfaces

08. Sample and production quantities

09. Target milestone / timing

10. Inspection / documentation needs

11. Open questions / next action

Watch Band Specification Sheet

Define each product variation and its approval references.

Fill digitally in a PDF viewer, or print and complete by hand.

01. Brand / collection / variation ID

02. Target watch or connector interface

03. Connector dimensions / reference sample

04. Material family and required grade

05. Length / width / wrist-size range

06. Clasp / buckle / adjustment system

07. Color / texture / finish reference

08. Logo artwork / position / orientation

09. Packaging / labeling requirements

10. Sample checks and acceptance criteria

11. Quantity / open decisions / owner

Sample Review and Approval Record

Keep observations separate from the decision to approve a sample.

Fill digitally in a PDF viewer, or print and complete by hand.

01. Project / sample ID / review date

02. Part and drawing revision

03. Material / finish / approved reference

04. Fit check: method and observation

05. Appearance check: reference and observation

06. Function check: method and observation

07. Dimensions / measurements / report reference

08. Exceptions / nonconforming findings

09. Decision: approved / conditional / revise

10. Required actions / owner / target date

11. Reviewer / approval record reference

Material and Finish Review

Connect the specified material with a physical appearance reference.

Fill digitally in a PDF viewer, or print and complete by hand.

01. Project / part / variation ID

02. Material family and exact grade

03. Application and operating conditions

04. Required supporting documentation

05. Finish process / supplier proposal

06. Color / texture / sheen reference

07. Critical faces / masked surfaces

08. Physical sample ID and review lighting

09. Observed variation / acceptable limits

10. Approval status / reviewer / date

11. Alternatives or open questions

Quotation Comparison Worksheet

Compare proposals on the same basis and make exclusions visible.

Fill digitally in a PDF viewer, or print and complete by hand.

01. Project / common drawing revision

02. Suppliers / quote IDs / dates

03. Common quantity and material basis

04. Unit price / currency / validity

05. Tooling / setup / development charges

06. Inspection and documentation scope

07. Finishing / assembly / packaging scope

08. Shipping scope / delivery assumptions

09. Exclusions / unanswered questions

10. Preferred proposal and reasons

11. Required clarifications before order

CAD and Revision Register

Use one identified baseline for quotation, sampling and approval.

Fill digitally in a PDF viewer, or print and complete by hand.

01. Project / part number

02. Current revision / issue date / owner

03. 3D file name / format / units

04. Drawing file name / revision

05. Assembly / part-list references

06. Description of change from prior revision

07. Affected material / finish / interfaces

08. Affected quotation / sample / order

09. Review status / reviewer

10. Approved baseline / approval reference

11. Superseded files / next action

Prototype-to-Production Handoff

Record the agreed baseline and the questions still open.

Fill digitally in a PDF viewer, or print and complete by hand.

01. Project / order reference / date

02. Approved model and drawing revision

03. Approved sample ID / accepted exceptions

04. Material / finish / variation list

05. Inspection plan / required records

06. Tooling / assembly / process assumptions

07. Quantity / order scope / timing

08. Packaging / labeling / shipment scope

09. Change communication and review owner

10. Outstanding actions and due dates

11. Handoff reviewed by / decision

Packaging and Labeling Brief

Define product protection and identification before packing begins.

Fill digitally in a PDF viewer, or print and complete by hand.

01. Project / product / variation ID

02. Retail / bulk / assembly destination

03. Individual pack type and reference

04. Surface protection / accessories

05. Units per pack / carton configuration

06. Style / color / size identification

07. Artwork / barcode / approved revision

08. Inserts / documents / supplied items

09. Packed sample review / acceptance

10. Transport test requirements if agreed

11. Approval / owner / open actions