Packing project brief

Use for a defined gift, kit or other packing project.

Leave unknown details blank. This sheet is a planning aid, not a booking or delivery promise.

01 Define the job

Project name / reference

Project type

Finished-package count

Total item / component count, if known

Packages and components are different counts. Use the component checklist for per-kit quantities.

02 Name each version and its package count

Version name / contents difference	Finished packages

Add another sheet if needed; keep version names consistent across the project.

03 List what is supplied and what is still needed

Products / items

Cards / printed inserts

Presentation materials

Protection / outer cartons to agree

Missing items / wrapping preferences:

Packing project brief

Agree readiness, dates, handoff and open questions.

Leave unknown details blank. This sheet is a planning aid, not a booking or delivery promise.

04 Readiness and sample approval

Products ready date

Printed inserts ready date

Other materials ready date

Sample review / approval target

Unresolved version / presentation choices:

05 Separate packing completion from arrival

Requested packing completion

Desired recipient arrival

Dates that cannot move / flexibility:

06 Decide the handoff and questions

Handoff: pickup together / one destination / multiple recipients

Scope: packing only / packing plus shipping / shipping to discuss

Destination region or ZIPs only / label-data method to agree later:

No recipient addresses needed here. Share the final list through the agreed method.

Item dimensions, weight, value / unused-item return plan / open questions: