

Proposal comparison sheet: third party and contract manufacturing

Compare up to three written proposals on the same seven lines. A line the proposal does not state is a question to send back before you compare rates.

Product list, pack sizes and annual quantity sent to each plant: _____ Date: _____

Line	What it must state	Plant A	Plant B	Plant C
1. Rate per pack	Rate for each product and pack size, against the same quantity sent to every plant. Ask what the rate includes (foil, carton, leaflet, freight).			
2. Batch size	Minimum batch for each product and section. The quantity each order commits you to; rate cannot be compared without it.			
3. Pack format	Blister, alu-alu, strip, bottle or tube; pack count; who prints foil and cartons and where.			
4. Capacity committed	Installed capacity of the section and the share confirmed for your annual quantity, in writing.			
5. Payment terms	Advance on the first order and the terms after it; what triggers each payment.			
6. Lead time and its start point	Days to dispatch and the event it is counted from (artwork finalisation, advance, purchase order). Lead time for a product not yet on the licence.			
7. Documents with each batch	Certificate of analysis per batch; stability data on request; licence and certificate copies; Site Master File and quality agreement for vendor qualification.			