Plan Your OEM or ODM Project

Define the design and production responsibilities, then retain the evidence for each decision. Marking a box does not approve a contract, supplier or sample.

☐ 1. Choose the model and record its scope

State whether you provide the production design, ask for supplier design work or start from an existing article with branding. Identify required changes, quantity and destination. Use the agreed work and responsibilities to describe the model rather than relying on an acronym alone.

☐ 2. Prepare the tech pack and sample references

Gather the controlled specification revision, dimensions, materials, functions, variants, packaging and sample references. Identify open decisions and the person authorised to approve them. Ask candidates to state deviations and missing information before treating their quote as an answer to the same requirement.

☐ 3. Write down design and tooling arrangements

Identify existing designs, new work, physical tools, permitted use and any agreed exclusivity. Record the tool reference, location, payment milestones, maintenance and transfer arrangements. Keep unanswered ownership questions visible and obtain appropriate review before relying on a contractual right.

☐ 4. Approve an identified first sample

Compare the sample with the controlled requirement and retain its reference, revision, deviations and approval decision. State which further changes or trials are needed before release. An approved sample is a comparison reference; it does not establish that every later batch will conform.

☐ 5. Agree production inspection before release

Connect the inspection requirements to the approved specification and sample. Record access, timing, report scope, acceptance decisions and the response to an unresolved result. Keep the review authority and next release milestone clear before production, shipment or a related payment approval.

Keep the controlled specification, rights questions, sample record and inspection plan together. Resolve material gaps before deciding whether the project can proceed.

Your Development Record

Complete the fields using the actual project scope and agreed documents. Keep unanswered questions visible for the responsible reviewer.

Chosen model, design responsibilities and required changes

Tech pack revision, sample references and open decisions

Design inputs, new work, permitted use and exclusive scope

Tool ID, location, payment milestones and transfer arrangements

First sample, recorded deviations and approval decision

Production check, acceptance reference and release authority

Official sources and the limits of this record

Sources checked 19 October 2026. Actual scope and agreements govern.

IP preparation: https://www.wipo.int/en/web/ip-business-moments/grow

Production scope: ILO garment framework, Table 7 (PDF page 29).

Development workflow: https://asgdropship.com/custom/oem-odm/

NRE means non-recurring engineering; confirm the quoted deliverables.

This blank record does not establish IP rights, transfer tooling, approve samples or authorise payment or production. It is not legal advice or a standard contract. No universal MOQ, development cost, exclusivity or delivery promise is supplied.