

How to Choose a Contract Manufacturer Checklist

Company Name:

Integrity

Research company website and social media

Research media coverage, ratings, reviews about the company

Interview company employees

Financial stability

How long has it been in business?

Has it been growing over the years?

Does it have a stable and growing client base?

How well did it weather the lastest economic downturn?

Capabilities

Woodworking related certifications

Does the company have the experience, machinery, equipment, technology, and skilled staff to meet your need for aesthetics and functionality in your products?

Cost competitiveness

Lead time flexibility

Innovation and continuous improvement culture

Capacity

Are the space, equipment, trained labor, and work processes in place to handle additional workload if demand increases?

Is the company experienced in optimizing operations while managing flucturating demands?

Communication

How does the company manage projects with the current partners?

Address the expectations up front and document each party's responsibilities in writing

Clarify the main contact person, project team members, communication channels to use, frequency of communication, process to resolve an issue, how to document events and actions

Location

Where is the company located?

Is it easy to visit the site?

Are there additional regulatory requirements if the company is overseas?

Are there any possible communication barriers due to language and culture differences?