

Custom Packaging Sample Approval Checklist

10-point inspection sheet - complete before releasing mass production

PROJECT / SKU

BRAND / BUYER

SUPPLIER / FACTORY

PO / ORDER NUMBER

TARGET QUANTITY

SAMPLE TYPE

SAMPLE VERSION / DATE

10-POINT APPROVAL CHECKLIST

Status: PASS / REVISE / N/A / HOLD

#	CHECK POINT	WHAT TO VERIFY	STATUS	EVIDENCE / PHOTO REF.
1	Version control	Sample label, SKU, artwork filename and dieline match the latest approved revisions.		
2	Dimensions & fit	Measure critical dimensions; load, close and remove the real product without binding or excess movement.		
3	Material & structure	Paper, board, GSM/caliper, flute, reinforcement, folds, glue and closure match the specification.		
4	Artwork & copy	Proofread every panel, language, orientation, legal line, SKU and opening direction.		
5	Color & print	Compare under controlled lighting against the agreed physical reference; check registration and print position.		
6	Special finishes	Check lamination, foil, emboss/deboss and Spot UV for adhesion, alignment, coverage and surface defects.		
7	Barcode / QR	Confirm encoded data, size, quiet area, contrast and any required formal verification.		
8	Accessories	Assemble insert, card, tissue, sticker, label and other components in the final packing sequence.		
9	Outer packing	Check unit pack, inner/master carton quantity, orientation, protection, rubbing and stacking risk.		
10	Approval boundary	Record what this sample represents, what is approximate and what is not represented.		

DECISION RULE

Do not write 'approved, but change the size/color/material.' That is a revision request. Release production only after the revised item passes the agreed approval route.

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Approval boundary, golden sample record and production-release decision

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1. DEFINE THE SAMPLE'S APPROVAL BOUNDARY

REPRESENTED

Made with the approved material/process and included in this approval.

APPROXIMATE

Shows direction but is not the final production standard.

NOT REPRESENTED

Omitted, substituted or not tested by this sample.

2. GOLDEN SAMPLE & CONTROLLED RECORD

ARTWORK FILENAME / REVISION

DIELINE VERSION

MATERIAL / GSM / CALIPER / FLUTE

PRODUCTION PRINT METHOD

COLOR REFERENCE / VIEWING CONDITION

FINISHES REPRESENTED

PRODUCT USED FOR FIT TEST

ACCESSORIES / PACKOUT REFERENCE

BUYER GOLDEN-SAMPLE HOLDER

FACTORY GOLDEN-SAMPLE HOLDER

APPROVED DEVIATIONS / TOLERANCES

CHANGES THAT REQUIRE REAPPROVAL

3. FINAL DECISION

Choose one

☐ APPROVE FOR MASS PRODUCTION

☐ REVISE / RESAMPLE

☐ HOLD - INFORMATION MISSING

DECISION NOTES

BUYER APPROVER / SIGNATURE / DATE

SUPPLIER APPROVER / SIGNATURE / DATE

NOT SURE WHICH SAMPLE YOU NEED?

Ask us to compare a digital printed sample with a production-method sample for your project.

[ASK ABOUT MY SAMPLE OPTIONS](#)