

Procedure for Private Label / OEM 自有品牌及OEM的步驟

Our procedure for creating your original brand.
我們的步驟讓您創建您的原創品牌

Stage 1 階段 1	Initial Meeting Conference call 首次溝通會議:電話舉行	We will communicate with you to get an understanding of your needs. - Some customers already have their own formulas - Who will provide the bottles? How many mL / oz? - Do you require paper packing box? Or how to pack? 我們會與您溝通及了解您的產品需求? -有些客戶已經有自己的配方 -誰提供瓶子? 多少毫升/Ounce/oz? -需要如何包裝? 紙盒?容器?誰提供? *愈細節愈容易準確的估價
-------------------------------	---	---



Stage 2 階段 2	Product Description 產品細節說明表	After the initial meeting (Stage 1) we will review and study your requirements with our Production Department to produce a product description for you to confirm. 首次會議(階段 1) 後, 我們會和我們的生產部檢閱和研究你的需求並製作一份產品細節說明表給您確認。
-------------------------------	--------------------------------	--



Stage 3 階段 3	Test Sample 測試樣品	After product description/formula has been confirmed, we will produce a free sample for you. <i>*Note: Customers only need to pay for shipping cost.</i> 產品描述/配方確認後, 我們會生產一個免費樣品給您 <i>*備註: 客戶只需支付運費</i>
-------------------------------	---------------------	--



Stage 4 階段 4	Quotation NDA & Purchase Agreement with Purchase Order Deposit Received 報價 雙方保密協議書和購買協議與購買訂單 收到訂金	We will provide a quotation and confirm final packaging. You will need to sign a Non-Disclosure Agreement (NDA) with us to protect both parties and submit a purchase order. <i>NDA is to protect:</i> 1. Your cost will remain confidential. 2. Any formula (whether you provide to us or we produce for you), will not be sold to another party. 我們會提供一份報價單和確認最後的包裝。 您需要和我們簽署一份雙方保密協議書來保護雙方和客戶提交一份購買訂單。 雙方保密協議書是保障雙方: <i>* 您的價錢是機密, 我們不可透露給任何第三方。</i>
-------------------------------	--	--



Stage 6 階段 6	Production 正式大量生產	Your product will go into mass production. If you need to provide bottles, caps, or any other materials, we will need to receive them before the production stage. 您的產品將會進入正式批量生產。如果你需要提供瓶子,蓋,或其他材料,我們需要在生產階段前收到或全面了解。
-------------------------------	----------------------	---



Stage 7 階段 7	Inspection & Quality Control/COA 分析檢驗報告書及品管	We inspect the product for your safety and provide a Certificate of Analysis (COA). <i>* Note: For exporting, we may need to provide more certifications such as Certificate of Origin, etc.</i> 我們會檢驗產品以保證您的安全並會提供一份分析報告證明書。(CoA) 以利進口須用。
-------------------------------	--	--



Stage 8 階段 8	Packing & Delivery 包裝及運送	We pack and inform your forwarding company to pick up. 我們包裝好並告知您的貨運代理公司來取貨。 Remaining Balance Received 收到剩餘款項
-------------------------------	-----------------------------	--