

SOURCING — EXECUTIVE BRIEFING

Buyer Due-Diligence Briefing

One RFQ — the quote, the test report and the inspection, answered together

DOCUMENT	PREPARED	OWNER	PAGES	STATUS
BDB-27-031	May 2027	Commercial — Sales	6	Illustrative sample

The read

The pack is complete except for one cost line and one test method. Both are marked rather than estimated. The quote is 1.20 over the buyer's indicated target before the missing line, which makes the outstanding dye quote the item that decides commercial clearance.

4	I	+1.20	2
Documents in the pack	Cost lines still a marked placeholder	Over indicated target, ex-works	Tests without a stated method

COMPLETE AND DEFENSIBLE

- 01 Costing built from consumption, not a flat allowance.
- 02 Exclusions listed on the face of the quote.
- 03 Sampling plan stated before any accept or reject number.

MARKED, NOT ESTIMATED

- 01 Outsourced garment-dye cost — no quote received.
- 02 Two colourfastness results without a named method.



What is being bought, before it is described.

THE CLOTH · MCLEUKER HOUSE SET

SO WHAT

Naming what is missing is a stronger position than filling it in. A quote that changes once is read differently forever, and the same is true of a test result that has to be re-run.

The quote

PER UNIT, EX-WORKS

LINE	VALUEBASIS
Fabric, at consumption	18.40Quoted; 1.62m at 84% marker efficiency
Trims, itemised	4.10Quoted; eleven components listed separately
Labour	11.20SAM against stated rate
Testing and inspection	2.30Quoted as a cost line, not overhead
Outsourced garment dye	<i>quote pending</i> Not supplied — placeholder
Overhead	2.106% of prime
Ex-works, excluding dye	38.10Buyer indicated 36.90

WHAT THIS PRICE EXCLUDES

Garment dye	Outsourced; quote outstanding
Freight and duty	Quoted separately, on the DDP sheet
Re-test on fabric change	Charged at cost if the cloth changes after approval
Sample rounds beyond two	Charged per round

SO WHAT Exclusions on the face of the quote rather than in a footnote. It moves the conversation from trust to arithmetic, which is the only conversation a supplier wins twice.



A cloth, a trim and a hand. Everything else is paperwork describing it exactly enough to reproduce.

MCLEUKER HOUSE SET

The inspection

THE PLAN, BEFORE THE NUMBERS

Lot size	2,000 units
Inspection level	General II
Code letter	K
Sample size	125 units
AQL, major	2.5
AQL, minor	4.0

ACCEPT AND REJECT, DERIVED

CLASS	AQL	ACCEPT	REJECT	FOUNDVERDICT
Critical	0	0	1	0ACCEPT
Major	2.5	7	8	5ACCEPT
Minor	4.0	10	11	9ACCEPT

Every number above is derived from the lot size and the inspection level, not asserted. Change the lot size and all of them move — which is what makes them checkable.

SO WHAT Accept and reject numbers mean nothing without the plan they were drawn against. Stating the plan first is the difference between a report a technologist accepts and one they re-run.

Decisions

DECISIONS ARISING FROM THIS BRIEFING

DECISION	OWNER	BY	IF IT IS NOT TAKEN
Obtain the garment-dye quote and re-run the build-up	Sales Lead	16 May	Commercial clearance cannot be established
Re-test the two colourfastness lines against a named method	Quality Manager	23 May	The buyer re-runs them at our cost
Send the pack with placeholders visible rather than hold it	Sales Lead	16 May	A complete-looking pack arrives after a competitor's
Agree the exclusions wording as standard for all quotes	Commercial Director	31 May	Each quote negotiates them again

SOURCES AND BASIS

Cost lines — our own quotations and current yarn price at the date of this document.
Sampling plan — the inspection standard in use, at the stated level.
Test results — laboratory reports; two are recorded without a stated method and marked as such.

ILLUSTRATIVE SAMPLE

This document is a rendered SAMPLE of the Buyer Due-Diligence Briefing template, produced to show its structure, exhibit inventory and register. The figures in it are illustrative and are not market intelligence. A real run of this template researches and cites its figures with an as-of year for each, or marks them as modelled and states the basis — the rule the template itself carries.