



*Moving at the Speed of Purpose™*

## Checklist

### How to Preflight an Assembly and Kitting Project

If you are planning to outsource an assembly project, here are some valuable tips for scoping the project, ensuring efficiency, ensuring quality and keeping costs as low as possible.

#### **GETTING AN ESTIMATE**

Putting together an estimate for an assembly job requires absolute attention to detail. Be prepared to provide:

- The number of units.
- The final composition of the piece (a photo or prototype is very helpful).
- The number of manufacturers who will be shipping the parts.
- The number of units per carton and the number of cartons per pallet for each item.
- Any preparation needed to make "ship ready" (e.g., removal of polybags).
- The deadline/turn-time.
- Weight of finished product.

#### **WORKING WITH MANUFACTURERS**

Ask each of the vendors who are supplying products for the assembly job to:

- Provide an ASN ("Advanced Shipping Notification").
- Clearly mark all inbound cartons.
- Pack single SKU per carton.
- Apparel should be individually bagged and tagged.

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## TRANSFERRING DATA

- Send data in field delimited format; Excel or .csv files are the most common.
- Be sure your data is consistent in format.
- Eliminate unnecessary fields (these will be stripped out anyway).
- Identify the fields and number of records when you send the database.
- If the units are ultimately going to consumers, ask that an NCOA ("National Change of Address") is applied to the database (this identifies any records who have recently moved and applies the corrected address).
- We also recommend verifying the first record, the 100<sup>th</sup> record and the last record with your account manager to ensure the database was imported properly.

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## FINAL SAMPLE SIGN OFF

If the project has some complexity, ask to view a prototype before production begins. This can be done on-site or your account manager can take a photo and email it to you.

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## SHIPPING

Shipping the products will incur 60%-70% of the fulfillment costs. Your account executive will recommend the best carrier based on:

- Timing. How quickly does it need to get there?
- Trackability. Do we need to track the shipments?
- Insurance. Should the shipments be insured?

A few other notes on shipping and postage:

- We will ask that all postage or shipping be paid in advance to avoid a 10% carrying fee.
- Beware that major shippers have 50+ assessorial charges (e.g., having to park in a commercial zone during delivery) which you/your client will be responsible for post shipment.

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## WRAPPING UP

Once the project has been completed, determine how "leftover" or overrun goods should be handled.

- Destroy?
- Recycle?
- Donate?
- Return to you or your client?

For more information:



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