

Cat Furniture Buyer Brief & Sample Checklist

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For retailers, distributors and brands preparing a cat-tree or cat-furniture sourcing project.

1. START THE BRIEF

Company / contact:

Destination market and sales channel:

Product family, reference or SKU:

Estimated quantity and variants:

Required customization:

Target delivery or launch timing:

2. IDENTIFY THE EXACT CONFIGURATION

Model / SKU and drawing revision:

Overall dimensions and product weight:

Base footprint and thickness:

Usable perch / condo dimensions and entrance dimensions:

Panel, post, covering, rope and hardware specifications:

Included tools, fittings and any specified attachment system:

Instructions and care information for each component:

3. REVIEW THE SAMPLE

Record sample ID, sample type, date received and specification revision.

Compare the sample with the agreed drawing and component list.

Assemble it using the supplied instructions, tools and hardware.

Record missing parts, unclear steps, fit issues and required corrections.

Agree model-specific verification methods and acceptance criteria with the responsible specialists.

Link any reports to the exact model, configuration and revision they cover.

Do not infer universal load capacity, stability or certification from a photo or an unrelated test.

SHINEEPETS / PACKAGING & SIGN-OFF

4. REVIEW THE PACKED PRODUCT

Retail pack and master-carton configuration:

Carton dimensions, case quantity, net weight and gross weight:

Panel separation and surface protection:

Hardware containment and packing sequence:

Labels, SKU and instruction revision:

Intended distribution route and agreed packaging-verification requirements:

5. RECORD THE DECISION

Decision: approve for a named next stage / approve with written conditions / revise and resubmit / reject / on hold.

Open issue | required action | owner | due date | closure evidence:

Approved sample ID and specification revision:

Approval owner and date:

Changes that require another review:

6. CONFIRM COMMERCIAL DETAILS FOR THE PROJECT

MOQ and quantity tiers, sample terms, customization scope, quotation inclusions, delivery timing and replacement-part arrangements must be confirmed for the actual SKU and project.

This checklist is a procurement preparation aid. It is not a product certification, test report, quotation or authorization to start production.

Send a sourcing brief

<https://shineepets.com/contact>

Read the sourcing guide

<https://shineepets.com/insights/cat-tree-manufacturer-sourcing-guide>

Sample sign-off guide

<https://shineepets.com/insights/pet-product-sample-approval-sheet-sign-off-rules>