



Legacy Logistics Solutions, Inc.

Before You Request Product Pricing

Businesses, teams and organizations requesting sourced supplies or branded materials.

This pack supports procurement coordination. It does not certify a supplier, product, safety standard, tax treatment or regulatory compliance.

Four checks before you proceed

Specify the product without guessing

Describe intended use, quantities, dimensions, materials and acceptable substitutions. Identify delivery location and needed-by date. For branded pieces, include artwork readiness, colors, decoration method questions and approval responsibility. Request pricing for the actual order rather than assume a previous price will apply. Keep comparable requirements consistent across suppliers.

Compare delivered cost and reliability

Ask for unit cost, setup, proofing, shipping, packaging, lead time and re-order conditions. Confirm whether quoted availability is held or only estimated. Track supplier questions and written answers. Separate a firm quote from a rough estimate. For recurring orders, document the review cycle and who confirms each order before purchase.

Approve before committing

Review the final specification and proof with the named approver. Confirm quantity, destination and commercial terms. Record approved changes and keep the final version tied to the order reference. Do not treat a verbal preference as authorization for a substituted product. Coordinate payment and order release through the agreed business process.

Inspect receipt and plan the reorder

Compare received goods with the approved order and record shortages, damage or incorrect items. Preserve relevant photos and supplier communications without declaring a safety conclusion. Assign a follow-up owner. For regular purchases, log actual consumption and the next review date. A recurring reminder should lead to a confirmed order, not an automatic purchase based on an outdated need.

Your next step

Open question	Who should answer	Next date

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