

Drop Shipping Program Checklist

- **Company Info**
 - Where are you located?
 - What is your time zone?
 - Do you ship from your warehouse, 3PL, office, out of my car?
 - Do you have more than one warehouse? If so what are the locations city, state
 - Do you have your own website?
 - What other sales channels do you use?
 - What net terms do you offer? (14 day, 30 day, 60 day)
 - What are your business hours and days?
- **Inventory**
 - How do you keep track?
 - Software Tool(s) used?
 - When was the last time you updated inventory?
 - How many channels are drawing from this inventory?
 - Do you have more than one warehouse that you ship from?
- **Pallet**
 - How many items on a pallet?
 - Pallet Size
 - Pallet Weight
 - Do you already have a logistics company you use?
- **Shipping**
 - What postal carriers do you currently ship with?
 - Do you have daily pickups?
 - If yes, what time normally do they pick up?
 - Do you offer same day shipping? If so, what is your cut off time?
- **Products**
 - Do your products have any of the following:
 - SKU Number Yes / No (circle one)
 - UPC Number Yes / No (circle one)
 - GTIN Number Yes / No (circle one)
 - What type of product do you sell?
 - What category
 - Who do you sell to currently?
 - B2C
 - B2B
 - Government
 - Other
 - Returns
 - How do you handle returns?
 - 15-day, 30-day
 - Restocking fee
 - Return Label
 - Promotional Insertions
 - How do you handle promotional insertions?