

Factory-to-Studio Sample Handoff Checklist

For remote product photography, video, Amazon, and Shopify production

Complete these eight gates before a factory, supplier, sourcing partner, or China warehouse dispatches a product sample to the studio. Mark undecided items instead of guessing.

01

Confirm the sample state

Record whether the unit is final, pre-production, cosmetic, or incomplete. List every visible or functional difference.

02

Map every SKU and component

List products, colors, accessories, inserts, packaging, replacements, and quantities expected at the studio.

03

Write buyer questions

Define what a shopper must understand: scale, fit, contents, handling, use, material, comparison, or visible detail.

04

Assign every placement

Separate Amazon gallery, A+ Content, Shopify PDP, homepage, landscape video, vertical social, ads, and presentations.

05

Approve claims before production

Distinguish observable features from health, safety, performance, certification, durability, and comparison claims.

06

Lock the receiving route

Confirm sender, receiver, phone, address, courier, tracking, package count, project name, and expected arrival.

07

Name one approval owner

Identify who approves the shot plan, visual direction, copy, rough edit, retouching, revisions, and final files.

08

Specify masters and derivatives

List resolution, aspect ratio, duration, file type, clean versions, text variants, captions, thumbnails, and source files.

Dispatch record

- ☐ Project / product _____
- ☐ Sender and phone _____
- ☐ Receiver and phone _____
- ☐ Courier / tracking _____
- ☐ Package count _____
- ☐ Expected arrival _____

Approval and delivery record

- ☐ Creative approval owner _____
- ☐ Claims / copy approver _____
- ☐ Review stages _____
- ☐ Final aspect ratios _____
- ☐ Clean masters _____
- ☐ Source-file scope _____