

## 공급업체 첫 문의 메시지

Dear [담당 직원 이름 및 제조사]:

My name is [본인 이름] and I am the owner of [회사명], a company specializing in products for [관심 업계 또는 관심사]. We are currently looking to expand our product line and are interested in one of the items that you manufacture, the [상품명 및 링크].

Could you please provide me with the following additional information so that we can determine if this is a good fit for our product line?

- Are you able to provide custom packaging?
- What color/logo options do you offer?
- What is the standard production time for each order?
- What is the price per unit (including packaging) at the following MOQs:
  - 100 to 500 pcs:
  - 501 to 1000 pcs:
  - 1001 to 5000 pcs:
  - 5001 and higher pcs:

Also, for estimating our shipping costs, can you please tell me the following:

- How many items usually come in a case?
- What are the dimensions of each case in cubic meters and kilograms?

I appreciate your time and look forward to hearing from you soon so that we can move forward with our next order.

Regards,

이름, 직위

회사명

-----

## 샘플 주문 메시지

Dear [담당 직원 이름 및 제조사]:

Thank you for the information you provided regarding [상품명]. We are interested in ordering this product after reviewing a product sample.

Could you please let me know how much would it cost to have a sample sent to our company at the following address?

[회사명 및 주소]

Also, please let me know what types of payments you accept for samples (such as PayPal if possible) and if you would be willing to credit us for the sample charge once we place a full product inventory order.

Thank you and I look forward to hearing back from you.

Regards,

이름, 직위

회사명

-----

## 샘플 배송 조회 메시지 (필요시에만)

Dear [담당 직원 이름 및 제조사]:

I just wanted to check with you to confirm that the sample of [상품명] did ship out.

Can you please send me the tracking information so we can make sure it gets to our office? We are very excited to receive it and try it out prior to placing our order.

Thank you and I look forward to hearing back from you.

Regards,

이름, 직위

회사명

---

## 상품 패키징 메시지

Dear [담당 직원 이름 및 제조사]:

We have reviewed the [상품명] sample and are very interested in pursuing this as one of our next products. In order to do so, we will need to know what type of packaging options you offer.

Are you able provide packaging for this product and, if so, what options do we have? Preferably, we would like to have a template of the packaging design so we can send this to our designer.

We would also like to include an instruction manual and small insert along with the product, so please let us know if you are able to have those printed and any additional costs for them as well.

Thank you again and I look forward to hearing back from you.

Regards,

이름, 직위

회사명

---

## 가격 협상 메시지

Dear [담당 직원 이름 및 제조사]:

We are ready to place our order for [상품명] and are getting quotes from a few suppliers.

We really like your product and the packaging options you offered us, so can you please give us your absolute best price for a quantity of (수량 개수) including the packaging, instructions, and inserts? [해당 경우에만]

While we are planning on ordering larger quantities in the future, we first need to make sure that the product sells well.

Once we have heard back from you and the other suppliers, we will get back with you as soon as possible.

Regards,  
이름, 직위  
회사명

-----

## 주문 전 및 운송 예상 메시지

Dear [담당 직원 이름 및 제조사]:

Thank you for the quote and we would like to proceed with the order. If you can provide me with a PI, then we will be ready to place the order shortly.

Also, if you are able to, could you please provide me with a separate quote to have [100 개 또는 원하는 수량만큼] shipped to us by air? We are not sure if we will have some of them sent this way or not, but we may decide to do that if it is not too expensive. This way we could start selling the product sooner.

Thank you very much and I look forward to hearing back from you.

Regards,  
이름, 직위  
회사명

-----

## 재고 주문 메시지

Dear [담당 직원 이름 및 제조사]:

Attached is our wire transfer receipt for the 30% deposit on PI [PI#를 입력하십시오] . We will be finishing up our packaging design over the next week and will have that sent to you as soon as it is ready.

If you could please confirm the latest date that you need our packaging design and an estimated shipping date for our order, we would appreciate it.

Thank you very much and we are excited to be working with you!

Regards,  
이름, 직위  
회사명