



**PROMPT**  
Your Outsource Resource

# CHOOSING A CONTRACT PACKAGER

When choosing a contract packager like *PROMPT Assembly & Packaging Inc.*, you are developing a partnership. A company like PROMPT is able to complete your project at a competitive cost aligned with your time schedule with quality assurance.

## Some Reasons to Consider

- Your actual or projected product volume under or over employs your own manufacturing lines, either short or long term.
- Promoting your product with non-standard packaging or promotional inserts requiring special machinery or labor intensive work is specified
- The pressure of new business or deadlines creates a heavy, short term workload for which you require experienced help to supplement the efforts of in-house staff
- Operations problems such as your plant closing for maintenance or your being faced with a labor availability problem cause you to consider alternative options
- There's a warehouse full of a product that needs re-working to make it saleable

**However, there may be times when it may be premature to talk to a contract packager. For example, when:**

- The need is unclear
- The problem can be more effectively and efficiently addressed

**PROMPT ASSEMBLY & PACKAGING INC.**

# **PROMPT Advantages:**

## **Location**

We are conveniently located relative to your manufacturing and distribution facilities and can save delivery time and lower your freight charges.

## **Experience**

You're paying for expert packaging skills, so we will ensure we deliver the service your needs demand.

## **Strong Ethics**

You will have complete confidence in our honesty and integrity.

## **Cost**

Both low and high quotes are thoroughly studied, analyzed, and considered in relation to service that you expect to receive.

## **Good Communication**

We are flexible and will adjust to your situation and needs. Satisfying our customer needs is our priority.

## **Controls**

We are detailed on paperwork and control requirements. We possess the analytical skills needed to help you develop a full and accurate picture of problems, solutions, and the various repercussions of those solutions.

## **Personality**

Our versatile personality will ensure a successful relationship.

## **PROMPT ASSEMBLY & PACKAGING INC.**

## **Choosing PROMPT as your contract packager:**

### **High Standards**

We will constantly strive to serve you better and meet and exceed your expectations.

### **Size**

We have experienced personnel to serve you and can rely on good management and manufacturing practices.

### **Quality**

We have innovative, unique approaches and a different perspective.

## **How to hire a contract packager:**

Contract packagers can offer expert, cost-efficient, practical solutions to help you initiate, organize, streamline or improve your packaging or packaging operations.

### **Here's a step-by-step guide:**

1. Determine the nature and scope of the problem to be addressed, and the specific problem or task that you would like the contract packager to work on.
2. Conduct a preliminary assessment of each of the most promising and appropriate candidates.
3. Interview by phone or in person the most promising candidates to verify that their experience match your needs.
4. Find out if the candidate is an active, professional contract packager. What types of projects has the company worked on in the past? How long has the company been in operation? How many of the contract packager's accounts are repeat business?

## **PROMPT ASSEMBLY & PACKAGING INC.**

5. Make sure you are introduced to the key staff especially the quality control and operations people. The managerial and supervisory staff should have extensive experience in your industry with an understanding of your markets and a strong engineering background.
6. Visit the facility to inspect the housekeeping.
7. Request project proposals from the contract packagers whom you are seriously considering hiring. Make sure the final proposal(s) contain well-defined "Scope of Work," "Services to be provided," and "Description of Fees/Fee Schedule" sections.
8. Consider what is and not in the proposals, production rates, number of shifts, penalties for order changes or cancellation, storage for raw materials and finished product, and so forth.
9. A contract packager should ultimately act as an extension of your business. Often, what appears to be a more expensive contract packaging service will make up for the difference in the fees by saving you money and solving your specific problems efficiently.
10. After you've fine-tuned details and reached an agreement on the contract packager's proposal, sign a contract and/or issue an appropriate purchase order.
11. Provide input, support and on-going interest to the contract packager throughout the project.
12. Be open to suggestions. Contract packagers are innovative, versatile and accustomed to efficiently working within narrow time frames.
13. Be sure the contract packager knows and your organization understands that the contract packager is working for an executive within your company with sufficient authority to ensure that the contract packager has the full cooperation of everyone involved with the project.



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