



## China Outsourcing: Recommended First Steps

Note: Sourcing from China is a long-term confidence-building exercise for most manufacturers. Therefore, we recommend that you start off in the simplest way possible and then expand your outsourcing reach over time.

Step 1: Choose one or two components for sourcing. We recommend that you follow the selection criteria below for your initial China sourcing initiatives:

- a) Parts that have the potential to generate substantial savings to you.
- b) Parts that have been in production for some time; do not choose a new component.
- c) Parts that are now being successfully produced by a supplier that is doing a good job. (If your Chinese sourcing evaluation provides you with a "go," you can ramp up the Chinese supplier, ramp down the current supplier, and maintain smooth production.)

Step 2: Provide us with a description of the parts that you want to pursue initially.

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Step 3: We will contact you to discuss what information, such as drawings, annual usage, and quality concerns that might be beneficial to the evaluation.

Step 4: Waiting for the quote: For simple components, this could take less than two weeks. For complex parts and assemblies, two or three months may be required.

### Your Contact Information:

Your name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Company: \_\_\_\_\_

Your website address: \_\_\_\_\_

**FAX THIS FORM TO 626.568.9520**