

Packaging Material Export Documentation Checklist

A shipment-preparation checklist for film, thermal paper and converted packaging materials.

PURPOSE

Document expectations should be aligned before production is completed, particularly when a buyer needs product paperwork, destination-market declarations or a specific customs workflow. This checklist helps the buyer and supplier discuss requirements early.

Commercial and shipping documents

- Commercial invoice, packing list, bill of lading or air waybill details, shipment marks and consignee information.
- Purchase order reference, product description, HS-code discussion and Incoterm agreed for the shipment.
- Certificate of origin or other origin-related paperwork when required by the destination, trade agreement or buyer process.

Product and quality documents

- Technical data sheet, approved specification, COA format, roll/lot traceability information and packing configuration.
- Food-contact, chemical or material declarations only where applicable to the selected product and destination market.
- Sample approval records, artwork approval where relevant, inspection requirements and final release criteria.

Pre-shipment alignment

- Confirm document language, consignee wording, required stamps/signatures, deadline for draft documents and electronic file format.
- Confirm palletization, container loading plan, moisture protection, labels and any destination-specific import instructions.
- Review document availability before booking. Not every document applies to every product or market.

IMPORTANT

This is a planning checklist, not customs or legal advice. Document availability and destination requirements must be confirmed for the specific product, shipment route and buyer.

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