Clothing Supplier Verification Checklist

A free checklist for checking whether a clothing supplier is a real factory before you pay a deposit. No email needed. Full guide: renruitextile.com/how-to-find-a-clothing-manufacturer

- Print this sheet or fill it in Excel. Use one column per supplier (A, B, C).
- Work from section A downward. If checks 1 to 3 fail, stop. You do not need the rest.
- Mark each check Pass, Fail or Unsure. The Scorecard tab counts them for you.
- No single check is conclusive. Several together are hard to fake if the company does not own a building.
- Send the same tech pack to every supplier you keep, so the quotes are comparable.

A. Documents

#	Check	Good answer	Red flag	Done
1	Ask for a photo of the business licence	Sent within a day; the name matches the company on the quote	Refuses, sends another company's licence, or says 'we are a group'	[ ]
2	Read the			

C. Video call

#	Check	Good answer	Red flag	Done
11	Ask for a LIVE walkthrough, not a recorded file	Agrees to a time within a few days	Only offers a pre-recorded video	[ ]
12	Camera runs without a break from cutting to sewing to packing	Walks the floor continuously	The camera stops, cuts, or stays in one room	[ ]
13	Point the camera at a garment being made now and say what it is	Names the style, the customer type and the stage	Cannot say what it is	[ ]

D. Certificates and audits

#	Check	Good answer	Red flag	Done
14	Ask for certificate number, holder name, expiry date and scope	All four are given	A logo or picture with no number	[ ]
15	Look the number up in the issuer's own database	Found; holder matches the company you pay; not expired	Not found, expired, or the holder is another company	[ ]
16	Does the certificate scope cover your product type?	Scope lists your product category	Covers home textiles but you are buying apparel, or the reverse	[ ]
17	Audit report: issue date, issuing body, site audited	A report showing all three	A logo on a web page, an old report, or a report for another site	[ ]
18	Does the audit cover the site that will make your order?	Same company and same address	Audit is of a different factory or a subcontractor	[ ]

E. Small tells

#	Check	Good answer	Red flag	Done
19	Email address on a company domain	name@company-domain	Free mailbox only	[ ]
20	Phone number matches the registered province	Area code fits the licence address	Mismatch with no explanation	[ ]
21	Photos are consistent	Same floor, light and machines across different garments	Stock images or different buildings	[ ]
22	Factory name appears on the commercial invoice	Agrees in writing	Refuses, or invoices from an unrelated company	[ ]

F. Terms in writing				
#	**Check**	**Good answer**	**Red flag**	**Done**
23	Sampling time and bulk time quoted separately	Two numbers	One combined number	[ ]
24	Minimum order stated per colour or per style	Written as 'per colour' or 'per style'	Ambiguous wording	[ ]
25	Who owns the pattern and fit block?	You, in writing	Silent, or 'factory property'	[ ]
26	Inspection standard (AQL level) written into the order	AQL level appears in the order document	A promise in chat only	[ ]
27	What happens if bulk drifts from the approved sample?	Remake or refund, written down	'We will discuss it'	[ ]
28	Payment terms and the account name	Deposit and balance stated; account is in the company's name	Full payment up front to a personal account	[ ]

How to read the business licence scope

Chinese	Pinyin	Meaning	What it tells you