

# The Professional Sourcing Trip Checklist

Pre-arrival preparation for hotel, resort, and commercial project teams visiting Foshan and Guangdong's manufacturing hubs.

**A sourcing trip is an audit, not a shopping trip.** Your preparation determines the quality of the results. Use this checklist before you book your factory visits — and bring it with you on the floor.

## 1 Technical Documentation — The Must-Haves

Do not board your flight without digital and physical copies of these.

- Finalized shop drawings.** Every product or unit needs a technical drawing with dimensions in millimeters.
- Material specification sheet.** Include specific codes for finishes — RAL colors, wood veneer grades, fabric rub test ratings.
- Appliance / fixture schedule.** For cabinetry projects, confirm exact cut-out dimensions for all sinks, faucets, and integrated appliances.
- The "constraint" list.** Your non-negotiables — e.g. "Must have UL-certified wiring," "Must be fire-rated," "Tolerance must be within 1mm."
- Target price / budget tracker.** A spreadsheet of target costs per item, ready for negotiation and comparison on the spot.

## 2 Logistics & Itinerary

- Define the hub.** Confirm the factories you're visiting sit in the correct industrial district — Foshan for furniture and cabinetry, Zhongshan for lighting, not a mismatched cluster.

**The 3-Day Rule:** Limit visits to a maximum of three key factories per day. Trying to see more produces a superficial understanding of how each one actually operates.

- Technical translator secured.** A standard interpreter translates language. A technical procurement partner translates manufacturing intent — the difference matters on the factory floor.

## 3 The Factory Audit Mindset

When you arrive on the floor, look for these system signals:

- Inventory management.** Are raw materials organized and labeled, or is the floor cluttered with scrap?
- Quality control logs.** Ask to see current production QC logs. A factory with no paper trail has no quality system.
- Assembly area.** Don't stay in the showroom — request the actual assembly line and observe how workers handle components.
- Tooling check.** Is the machinery well-maintained or outdated? Confirm they have the specific CNC or pressing capacity your design requires.

## 4 Managing Expectations

- The mock-up agreement.** If you need a specific finish or structural test confirmed, have you already commissioned a mock-up before this trip? Bespoke factories are make-to-order, not make-to-stock — don't expect to find your exact design sitting on a shelf.

### Questioning Protocol

**"Can you do this?" → "How will you handle [detail]?"**

"How will you manage the tolerance on this joinery?"

"How do you ensure finish consistency across a batch of 100 units?"

"How do you handle QC documentation during production?"

- Record the factory's specific methodology for each "how" question — vague restatements of "yes, no problem" are a signal, not an answer.

## Need a Technical Partner for Your Trip?

If you're coming to Foshan or elsewhere in Guangdong and want your factory visits to be focused, professional, and audit-driven, we can manage your itinerary planning and technical vetting from the ground.

[Book a Project Feasibility Consultation](#)

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