



CHECKLIST

Essential Details for Your Packaging Provider

A guide to all of the information a flexible packaging convertor needs in order to provide the perfect packaging solution.

With such a wide array of materials, processes, and customizations available to our customers, we have a lot to consider when suggesting the appropriate packaging solution.

We often see businesses unknowingly ask for improper materials, heat seals, closure methods, and more, due to a lack of technical knowledge that only packaging professionals would know; but when you work with our team of engineers, machine operators, and hand fabricators, you're guaranteed to get the perfect package.

Whether you're looking for a custom solution from Heritage Packaging or have less demanding needs that can be met with an off-the-shelf product from an online retailer, it's important to understand what your packaging product or material needs to do for the application.

We've created the checklist on the next pages to help you understand your product's needs, and to help describe your needs to your packaging provider.

An experienced convertor should already be asking you these questions. Without a true understanding of everything your packaging needs to accomplish, you may be missing out on the best possible solution that factors in everything from your specifications to your budget and ease-of-use.

Have more questions? Give us a call- we're here for all of your flexible packaging needs!



To request a quote, email your specs to sales@heritagepackaging.com. No specs? Send us your completed checklist and we'll get in touch to discuss packaging options and next steps.

HERITAGE PACKAGING CHECKLIST

Essential Details for Your Packaging Provider

Don't forget these details when you request a quote!

Your name and business/organization:

Why we need to know: Are you a start-up, non-profit, museum, government branch, broker, or other business? Different kinds of organizations have different needs and requirements, so let us know your name and where you're coming from and we can greet you with the right info from the start.

Your email and/or phone number:

Why we need to know: Though it may seem obvious, this information is sometimes forgotten! A phone number will help us get in touch quickly and talk through any complex details, while an email address lets us follow up on inquiries, quotes, and orders.

What kind of packaging product are you interested in?

Why we need to know: Many times we are able to suggest customizations to the following standard products that will offer the appropriate barrier properties in addition to the right fit; however, our engineering team is also available to develop completely custom solutions for more specialized applications.

- Bags & Pouches
- Covers & Shrouds
- Single Use Tank Liners
- Form-Fit Bulk Container Liners
- Box & Carton Liners
- Round Bottom Barrier Liners
- Barrier Blankets
- Barrier Tubing
- Rectangular Sheets
- Mil-Spec Roll Stock
- None of these quite fit, I need a custom enclosure.

What product or good are we providing packaging for, or what is the intended use of the packaging product?

Why we need to know: When we know what we are providing packaging for, we can help assess materials, processes, closures, configurations, and more to ensure you get the best possible packaging solution. After 30+ years working converting materials into products, we can often tell you if there is an option that will work better. We are accustomed to working with sensitive and classified projects, please don't hesitate to reach out if an NDA is required. Additionally, our fabricators and machine operators care about what they are making and take pride in their work. We find more success as a team when everyone knows the importance of what they are working on!

What should the packaging or material do for this application?

Why we need to know: When we know what the final packaging product needs to accomplish, we can help suggest materials and details, or engineer a solution tailored to your exact needs. We know what materials heat seal well, which ones can withstand extreme temperatures, and what they can provide barriers against.

- Provide long term protection from rust or corrosion through the utilization of VCI technology.
- Provide long term protection from rust or corrosion through the utilization of nitrogen purging and desiccating.
- Provide sufficient barrier properties to prevent moisture vapor and or oxygen from permeating into the package.
- Just prevent dust or other particulate from contaminating the product.
- Line a container that will be filled with a liquid at temperatures that may reach _____ °F.
- Line a container that will be filled with a paste at temperatures that may reach _____ °F.
- Line a container that will be filled with dry flowables at temperatures that may reach _____ °F.
- Must withstand temperatures that could drop as low as _____ °F.
- Provide a cover and base sheet that fully envelops product creating an airtight enclosure that can have the interior air evacuated, and if desired, replaced with an inert gas.
- Provide static shielding.
- Provide static dissipative properties.
- Provide cushioning.
- Other:

Which, if any, specifications are required?

Why we need to know: This helps us rule out materials, processes, and more that wouldn't be appropriate for your application.

- Must be transparent.
- Must be opaque.
- Product contact material must be food grade.
- Product must be made by SQF or BCR certified manufacturer.
- Must comply with this/these government specs:
- Must comply with the attached specification.
- Other:

What kind of closure is required?

Why we need to know: This helps us determine if we are equipped to install the desired closure and if we can source the components in a timely manner.

- No closure
- Molded fitment
- Zipper- what style?
- Velcro®
- Twist tie
- Other:

Dimensions of packaging product:
Why we need to know: This information helps us decide what equipment, machines, and processes, are needed to complete your project. If unsure, tell us about the product or good that the packaging is intended for (dimensions, volume, sizing of the product/equipment/part/etc.).

Quantity needed:
Why we need to know: We need this information in order to give an accurate quote with appropriate price breaks, and to help us determine which production processes to use. Whether a customer orders one or one hundred thousand parts, the same processes take place. Pre-production planning, manufacturing specifications, and process development are documented in detail for each job and dispersed to our production and quality teams. These documents and processes are imperative to maintaining product integrity throughout the production run. In order to support these activities, our minimum order value is \$2,000.00. There is no minimum piece requirement.

Order Interval:
Why we need to know: Is this a blanket order or a one-time need? Knowing this information helps us work your project into our production schedule in a timely manner.

When do you need finished product?
Why we need to know: Our current lead time for made-to-order products is 6-8 weeks. Out of respect for our existing customers, we cannot guarantee the expedition of an order, but please communicate any urgent needs to us- we will always try to make it work if we can. Rush fees may apply.

How will you insert or remove your product/goods from the packaging, and how will it be transported?
Why we need to know: This information helps us determine how much tear resistance your packaging product should have. It's helpful to know how your product will go into the packaging (by hand or filling equipment?), if it will then go onto a pallet or truck load, and if it will be handled by any forklifts or any other equipment during transit or storage. (I.e. the chance of tearing a base sheet is greater when placing a large machine onto it via forklift, as opposed to an overhead crane).