

3PL Search & Setup

Find a Fulfillment Partner You Can Trust

1

Gather Data and Requirements

products
inventory
order profile
growth forecasts
fulfillment process
current challenges
key requirements

2

Certify 3PL Candidates

24-point certification
staffing
performance
capabilities
customer service
technology
processes

3

Author Request for Quotation

company overview
sales forecasts
inventory detail
storage needs
inbound receiving
outbound orders
technology integration

4

Conduct Cost Analysis

compare 3PL fees
invoice forecast
capex options
receiving
storage
activity fees
shipping carriers

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5

Lead Contract Negotiations

contract terms
capex requirements
SLAs
value added services
order fulfillment
shipping
SIGN!

6

Build Your Transition Plan

termination strategy
technology integration
inventory planning
order volume transition
SOP development
shipping setup
testing

7

Execute The Transition

ramp down/up
staff training
technology switch
inventory transport
product receiving
test orders
GO LIVE!

8

Monitor 3PL Performance

order quality
SLA adherence
inventory accuracy
invoice audit
performance review
issue resolution
shipping spend