



**Line Sheet Title Here**

*Introducing*

**About Page**

Include a page that introduces your brand to a potential buyer. We recommend you keep this to a one-pager. Make it simple, short, and direct to the point. Use an image (or a picture of yourself or your team) that represents your brand or captures the mood of the collection you’re selling.

Your brand logo would also work. Below it, write a short paragraph about your brand and your wholesale collection.

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**Wholesale Terms**

Cover the following information:

* **Order methods:** Provide instructions on how you accept orders, such as via email, phone, or a password-protected online store (give the password).
* **Payment methods and terms:** List what forms of payment you accept and any payment terms you offer (extended or net terms, proforma, etc.).
* **Minimums:** Make sure to set MOQs (minimum order quantities). You can also set different MOQs for the first and subsequent orders.
* **Shipping and insurance:** Outline who pays for shipping, how things are shipped, who pays for insurance, if any, and more.
* **Fulfillment or turnaround time:** Set expectations for when orders are shipped.
* **Sizing guides or charts:** If you sell in sizes, you should have a sizing guide in different formats for references (US, UK, EU, or cm, inches, and feet).

**CREATE YOUR LINE SHEET**

**Instructions:**

Before you get started, make sure to have your product photos and information accessible.

1. List all details that should be included for your products:
2. SKUs (or product reference/ID)
3. Product name
4. Wholesale price
5. Includes attributes of your variants, such as color or size
6. Split your product per category.
7. Customize this line sheet:
8. Right-click on a picture and select “Change Picture” to select your product pictures. ***Tip:*** *Make sure all your pictures have the same look and feel for consistency.*
9. Enter product details for each product. Remove/add some lines to the table if needed for your product type. ***Tip:*** *Make sure to include all data the buyers and stores need to avoid many questions.*
10. Make sure to change the line sheet’s title and terms and conditions to reflect your company’s terms.
11. Save your Word document to keep a copy of the editable version.
12. Create a PDF. Delete this page, then click “File” and “Save as.” In the pop-up window, make sure to change the file format to “PDF” and choose the name of your file. Save, and you are done!