

Plan your branded kit

A buyer worksheet for events, onboarding and corporate gifts

Fill in what you know. Leave undecided details blank. Save a copy and send it by email or WhatsApp; this PDF does not submit information automatically.

Name / company / reply email

Occasion and recipient group

Target number of sets or individual items

Target budget per set + currency / include shipping?

Destination country / city and required arrival date

Preferred items, packaging and logo file availability

Before ordering: confirm item specifications, MOQ, artwork, samples where needed, packing, price and shipping terms. A completed brief is not an order or delivery commitment.

Choose a starting direction

Illustrative combinations to discuss, not fixed bundles or completed orders

01 Essential handout

Lanyard + card + tote bag. A direction for event registration and attendee distribution. Ask whether bulk packing suits your plan.

02 Everyday welcome

Notebook + pen + pouch + welcome card. A direction for new hires and team programs. Compare pouch, sleeve and gift box options.

03 Presentation gift

Drinkware + notebook + card + gift box. A direction for client gifts and campaigns. Review logo placement and shipping volume early.

What your quotation should clarify

- Products: item list, materials, dimensions and unit quantities.
- Branding: logo method, print positions, colors and artwork approval.
- Packing: individual packing, set assembly, box and carton details.
- Commercial terms: MOQ per item, unit costs, setup/sample costs, currency.
- Delivery: destination, freight, tax/duty responsibility and schedule.

Price and MOQ depend on the chosen configuration. Sampling, production and transit are separate stages. Ask U-Meking to review alternatives if your budget or required quantity does not fit.