

Private Label Face Mask Launch Checklist

Review sample approval, packaging, production, documents, and shipment before launch.

Private label / OEM / ODM face mask project preparation resource. Use this PDF before inquiry, sampling, packaging confirmation, or bulk production planning.

Note: This resource supports project communication and preparation. Final formula, packaging, testing, document, and local market requirements should be reviewed according to the confirmed project and target sales channel.

Before Sampling

☐ Project brief completed	☐ Target market confirmed
☐ Sales channel confirmed	☐ Mask format selected
☐ Formula route selected	☐ Texture target selected
☐ Ingredient direction discussed	☐ Fragrance direction discussed
☐ Packaging route discussed	☐ Reference product provided if available

Sample Approval

☐ Sample version recorded	☐ Formula direction approved	☐ Texture approved
☐ Scent approved	☐ Color / appearance approved	☐ Packaging direction approved
☐ Revision notes closed	☐ Approved sample retained	☐ Sample fee deduction terms discussed

Packaging and Artwork

☐ Primary packaging confirmed	☐ Capacity confirmed	☐ Decoration method confirmed
☐ Label content prepared	☐ Outer box structure confirmed	☐ Gift set structure confirmed if needed
☐ Artwork files ready	☐ Barcode / carton marks prepared if needed	☐ Packaging MOQ reviewed

Bulk Production Preparation

☐ Order quantity confirmed	☐ Formula version confirmed	☐ Filling amount confirmed
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☐ Packaging version confirmed	☐ Carton information confirmed	☐ Production schedule discussed
☐ QC review points confirmed	☐ Retained sample plan confirmed	☐ Reorder communication notes prepared

Documents and Shipment

☐ Ingredient information requested	☐ INCI communication needed	☐ COA support discussed
☐ MSDS / SDS support discussed	☐ Packing list required	☐ Commercial invoice required
☐ Shipping method discussed	☐ Target warehouse / destination prepared	☐ Additional market review needed

Launch Readiness Notes

Main launch risk to review	
Final decision needed from brand	
Questions for Zerun	
Target bulk order date	