



3PL Questionnaire Checklist

Ask prospective fulfillment partners these questions to assess if they are a good fit for your business.

Receiving

- How do you charge for receiving?
- What are your barcoding requirements for items? Are there any barcode requirements for cases?
- Can I ship multiple SKUs within 1 case?
- Are there any fees for not following a receiving process?
- How long after something arrives will it be received and ready to sell on my store? Does this change during Q4 or any other time of year?

Storage

- How do you charge for storage?
- If by number of bins/pallets used...ask:
 - How do you determine whether to store my item in a bin or a pallet?
 - I plan to send x number of SKUs. How many bins would I be charged for?
 - If there are only a couple of items left on a pallet, will you ever move to a bin?
- If by a length of time...ask:
 - What notification will I be provided with before the storage cost increases for my item?

Fulfilling

- How do you charge for picking & packing my orders?
- Is there a price increase when multiple units of the same item need to be added to order (incl. items sold as a set)?
- Is there a price increase when an order contains multiple different items?
- What are your standard box and bag sizes? Is packaging part of your price?
- Ask about each element of your packaging process and a price estimate e.g. inserts, custom packaging, wrapping
- How long will it take my order to ship after you receive it?
- If I want to sell some items from home and some from your warehouse, how will we split orders between locations?
- If you are doing any kind of non-direct to consumer shipment, get price structure for those items as well

Pricing

- Do you have any monthly minimums or fees for not meeting any order / volume minimums?
- Do you have any onboarding fees / one-time setup costs?
- Do you have any technology or other ongoing monthly fees?
- Is there any additional cost if I sell on multiple channels?

We are here to help – our team is happy to answer any questions or offer guidance along the way. You can always reach us at sales@saltbox.com.