BEFORE THE FIRST ORDER

Sourcing Agent Agreement Checklist

Use this before you hire a sourcing agent. Ask the questions on this page, write down the answers, then agree the points on page 2 in writing. If an agent will not answer a question, that is your answer.

1. Interview the agent

Question	Their answer
Which products and materials do you specialise in? Can you show past leather work?	
Will I know the factory name and address, and can I visit?	
Will the factory invoice me directly, or do you invoice me?	
How do you charge: commission %, fixed fee or retainer?	
Do you receive any payment or commission from suppliers?	
Who does inspections, and can I see a sample inspection report?	
What happens if the bulk does not match the approved sample?	
Can you give me two buyer references I can contact?	

2. Score the answers

Green

Names the factory, factory invoices you, fee in writing, shows real reports and references.

Amber

Vague about inspection or fee. Ask again and get it in writing before paying anything.

Red

Hides the factory, takes supplier commission, wants full payment upfront to their own account.

3. Your order brief

Product and styles	
Leather type and thickness	
Quantity per style / colour	
Target price and delivery date	

Full guide: What Is a Sourcing Agent?

WHAT YOUR AGREEMENT SHOULD SAY

The Agreement Checklist

Tick each point once it is written in your agreement or email confirmation.

Scope of work

- [ ] Which tasks are included: supplier search, audit, samples, follow-up, inspection, shipping
- [ ] Which tasks cost extra
- [ ] Who your contact person is

Fees and payment

- [ ] Fee model and amount, and when it is due
- [ ] Written statement: no commission from suppliers
- [ ] You pay the factory against its own invoice
- [ ] Deposit and balance terms, balance only after final inspection

Transparency

- [ ] Factory name, address and contact shared with you
- [ ] Supplier contacts and your designs belong to you
- [ ] Price breakdown from the factory quote

Quality

- [ ] Written spec: leather type, grade, thickness, colour, hardware
- [ ] Pre-production sample signed by you and the factory
- [ ] In-line and final inspection, with photo report
- [ ] What happens if bulk fails: re-work, replacement or discount

Shipping

- [ ] Incoterm agreed (for example FOB or CIF)
- [ ] Packing, labels and documents listed
- [ ] Import duties and taxes: who pays them
- [ ] Freight forwarder chosen by whom

Ending the agreement

- [ ] Notice period, and who keeps samples, patterns and files

Notes

Need a leather sourcing agent in Pakistan?

We work on the buyer's side with verified Pakistani manufacturers: you know the factory, and you approve every sample. See how we work or request a quote.