

VCARPETS BUYER DOCUMENT

Commercial Carpet Procurement Checklist

A one-page project brief for carpet tile, hotel broadloom, office, hospitality, and contract flooring quotations.

Typical project MOQ	Carpet tiles: commonly 200-500 SQM. Wall-to-wall options: commonly 100-500 SQM. Confirm by selected construction.
Typical production	Carpet tiles: approximately 7-25 days. Hotel broadloom: approximately 15-35 days. Custom approval can affect timing.
Commercial terms	FOB, CIF, or available DAP options can be calculated from destination, volume, packing, and current freight conditions.
Sample support	Surface, color, backing, construction, and available technical information should be reviewed before bulk approval.

1. Project Basics

- ☐ Company, buyer name, email, WhatsApp, country, destination city or port
- ☐ Project type: hotel, office, school, airport, retail, public area, distributor stock, or other
- ☐ Total floor area, room or zone breakdown, floor plan, and target installation date

2. Product Specification

- ☐ Product format: 50x50cm tile, wall-to-wall broadloom, custom rug, or specified alternative
- ☐ Fiber and construction: nylon, Nylon 6.6, polypropylene, wool blend, printed, tufted, or woven
- ☐ Backing, pile weight, total thickness, roll width or tile size, color, and pattern requirements
- ☐ Required fire rating, traffic class, antistatic, acoustic, sustainability, or local test standard

3. Quotation and Approval

- ☐ Required quantity plus installation waste allowance and phased delivery plan
- ☐ Sample, color swatch, strike-off, technical data, packing, and labeling requirements
- ☐ Preferred trade term, destination, requested shipment date, and any tender deadline

Send the completed project information to sales@vcarpets.com or submit it at vcarpets.com/contact.

Reference ranges are for procurement planning only. Final product specification, MOQ, price, sample availability, production time, compliance, packing, and freight must be confirmed in the formal quotation.