

Insert Logo Here

Line Sheet Title Here

Contact Information Here

Introducing

About Page

Include a page that introduces your brand to a potential buyer. We recommend you keep this to a one-pager. Make it simple, short, and direct to the point. Use an image (or a picture of yourself or your team) that represents your brand or captures the mood of the collection you're selling. Your brand logo would also work. Below it, write a short paragraph about your brand and your wholesale collection.

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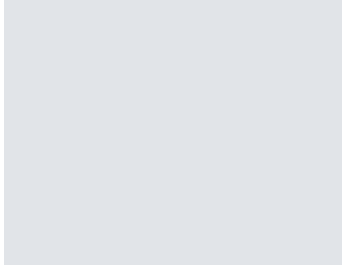
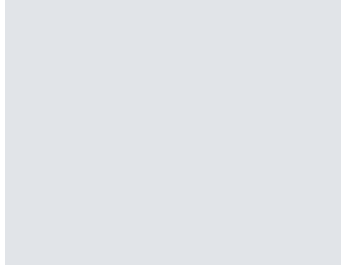


Image Here

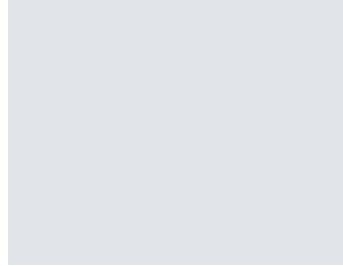
Contact Information Here



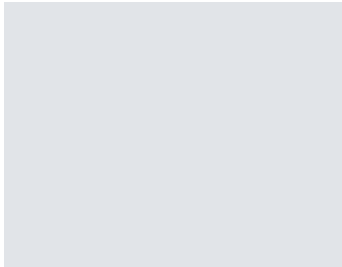
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Product Detail 1
Product Detail 2



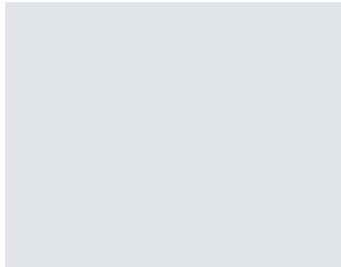
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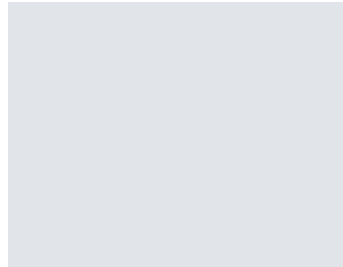
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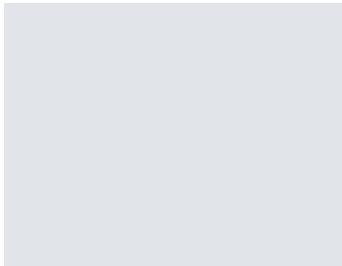
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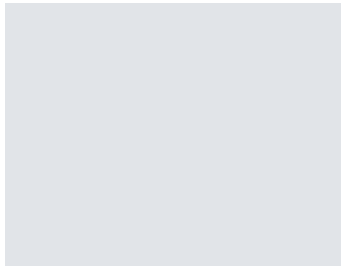
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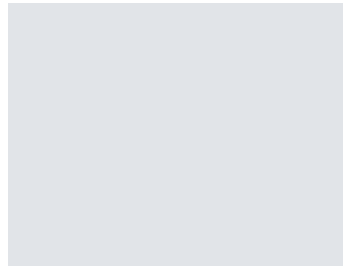
Product Name
Product Detail 1
Product Detail 2



Product Name
Product Detail 1
Product Detail 2



Product Name
Product Detail 1
Product Detail 2



Product Name
Product Detail 1
Product Detail 2

Wholesale Terms

Cover the following information:

- **Order methods:** Provide instructions on how you accept orders, such as via email, phone, or a password-protected online store (give the password).
- **Payment methods and terms:** List what forms of payment you accept and any payment terms you offer (extended or net terms, proforma, etc.).
- **Minimums:** Make sure to set MOQs (minimum order quantities). You can also set different MOQs for the first and subsequent orders.
- **Shipping and insurance:** Outline who pays for shipping, how things are shipped, who pays for insurance, if any, and more.
- **Fulfillment or turnaround time:** Set expectations for when orders are shipped.
- **Sizing guides or charts:** If you sell in sizes, you should have a sizing guide in different formats for references (US, UK, EU, or cm, inches, and feet).

CREATE YOUR LINE SHEET

Instructions:

Before you get started, make sure to have your product photos and information accessible.

1. List all details that should be included for your products:
 - a. SKUs (or product reference/ID)
 - b. Product name
 - c. Wholesale price
 - d. Includes attributes of your variants, such as color or size
2. Split your product per category.
3. Customize this line sheet:
 - a. Right-click on a picture and select “Change Picture” to select your product pictures. **Tip:** *Make sure all your pictures have the same look and feel for consistency.*
 - b. Enter product details for each product. Remove/add some lines to the table if needed for your product type. **Tip:** *Make sure to include all data the buyers and stores need to avoid many questions.*
4. Make sure to change the line sheet’s title and terms and conditions to reflect your company’s terms.
5. Save your Word document to keep a copy of the editable version.
6. Create a PDF. Delete this page, then click “File” and “Save as.” In the pop-up window, make sure to change the file format to “PDF” and choose the name of your file. Save, and you are done!