A clear brief.
A better starting point.

Plan a cartridge release, board build, packaging set or original handheld order.

01 / Start with what you know

Use this sheet as a reference. You can enquire with open questions and without completing it.

Project / title / reference

Which service fits your request? Choose any that apply.

- ☐ Custom cartridges
- ☐ PCBs & programming
- ☐ Retail packaging
- ☐ Original handhelds
- ☐ Help me decide

Estimated quantity / quantity per model

Delivery country

Desired date (to be confirmed)

Files / references currently available

What do you already have? What do you need supplied?

Open questions / help you need

No files are needed for the first message. This optional PDF does not submit or upload information. Save a copy if you choose to share your notes with the team.

Choose your service.
Define your scope.

Complete the relevant section. Leave the other sections blank.

CARTRIDGES

Target platform, hardware and game-file status.

Memory or save features; shell, label and assembly requirements.

Confirm ownership or production rights for supplied files.

Your notes

BOARDS & PROGRAMMING

Board reference and design / component files available.

PCB supply, programming, components or assembly required.

Electrical, memory, save and sample-check requirements.

Your notes

RETAIL PACKAGING

Cartridge / case dimensions and items in each set.

Artwork status, materials and finishing references.

Boxes, manuals, labels, inserts and set-assembly scope.

Your notes

ORIGINAL HANDHELDS

Exact models and estimated quantity per model.

Acceptable condition and replacement-part preferences.

Accessories and packing required for the offered batch.

Your notes

Quantities, availability, schedules and included work are confirmed for the selected service. A complete-cartridge MOQ does not define a board-only or packaging order.

Before you approve.
Agree what gets checked.

Use the points that apply to your service. Record the actual agreed reference and scope.

02 / Questions for the sample or batch review

Tick only after discussion or review. These prompts do not state that a test or inspection has been carried out.

- [ ] Is the sample, file version or offered batch clearly identified?
- [ ] Does the scope list the parts, artwork, programming and assembly included?
- [ ] Are the applicable fit, function and compatibility requirements agreed?
- [ ] Have dimensions, artwork, materials and finishing been reviewed where relevant?
- [ ] Are quantities, the sample / batch plan and scheduling conditions confirmed?
- [ ] For handhelds: are models, condition, replacements and accessories recorded?
- [ ] Are acceptance criteria, inspection responsibilities and required evidence agreed?
- [ ] Are changes since the reference or quote recorded for confirmation?

Sample / batch / file reference

Discussion date

Open points / changes to confirm

Final specifications and checks must be agreed with the team. Completing this worksheet is not a quote, an order, an approved specification or authorization for bulk production.