

Packaging Specification Template

A structured worksheet for defining packaging requirements. Fill in each field that applies to your product. When in doubt about a field, your packaging partner can help you complete it.

Provided by ILLING Packaging. This template is a planning tool, not regulatory advice; confirm any compliance requirement with qualified counsel.

1. Project & Contact Information

Company:	
Contact name:	
Email:	
Phone:	
Date:	
Product name / description:	
Spec reference number:	
New spec or revision?	

2. Container Type & Format

Container type: <i>pail, drum, jug, bottle, jar, jerry can, IBC, etc.</i>	
Head type:	
Shape: <i>round, square, rectangular, oblong, oval, etc.</i>	
Style or series, if known:	

3. Capacity & Dimensions

Nominal capacity: <i>gallons / liters, ounces / milliliters</i>	
Height:	
Diameter / Width / Depth:	
Neck finish:	
Critical dimensions: <i>and why they're critical, e.g. fits filling line</i>	
Dimensional tolerances:	

4. Material

Material: <i>HDPE, PP, PET, tinplate, steel, fiber, glass, etc.</i>	
Resin grade, if specified:	
Material gauge:	
Fluorinated / Barrier treatment required?	
Recycled content requirement, if any:	

5. Closure & Liner

Closure type: <i>lid, cap, bung, spout, sprayer, pump, etc.</i>	
Closure size:	
Neck finish:	
Fitment requirement (spout, plug, bung):	
Liner or gasket type:	
Child-Resistant required?	
Tamper-Evident required?	
Dispensing requirements: <i>pour, spray, pump, dilution system</i>	

6. Color

Container color:	
Color reference standard: <i>e.g. Pantone, supplied sample</i>	
Closure color:	
Color-Coding requirement: <i>e.g. janitorial use codes</i>	

7. Product & Compatibility

Product the container will hold:	
Product chemistry <i>water-based, solvent-based, acid, caustic, oxidizer, etc.</i>	
Aggressive / aromatic / halogenated solvents present?	
Product density: <i>lbs/gal or specific gravity</i>	
Fill temperature: <i>ambient, hot-fill, etc.</i>	
Storage / use temperature range:	
Compatibility testing required?	

8. Weight

Product fill weight:

Total filled (gross) weight:

Container weight rating required:

9. Regulatory Requirements

DOT hazardous material?

hazard class, packing group

UN certification required?

Food-contact compliance required?

Other regulatory requirements

Prop 65, FIFRA/EPA, etc.

Required hazard labeling / markings:

10. Decoration

Decoration required?

Method:

silk screen, pressure-sensitive label, shrink sleeve, RFID, etc.

Number of colors:

Artwork file / reference:

Placement and panels:

Durability requirements:

abrasion, moisture, UV

11. Performance & Testing

Drop test requirement:

Stack / compression requirement:

Leak / pressure test requirement:

Other performance criteria:

Required certifications or documentation:

12. Quantity, Packout & Logistics

Order quantity:

Annual estimated volume:

Pallet configuration:

units per pallet, tiers

Packout:

Delivery location(s):

Stocking agreement of interest?

Target lead time / in-hands date:

13. Labeling & Marking

Required label content:	
Lot / date coding requirements:	
Barcodes / SKU marking:	
Recycling / resin identification codes:	

14. Notes & Special Requirements

Use this space for anything not captured above: special handling, prior issues to avoid, related SKUs, or context that will help your supplier get it right the first time.