SAMPLE TEMPLATE — FOR DEMONSTRATION ONLY

Factory & Site Visit Report

Report ID	OSM-DEMO-FSV-002
Client	Bluecrest Outdoor Ltd. (fictional), United Kingdom
Site	“Nanning Demo Textile Products Co., Ltd.” (fictional), No. 00 Demo Road, Nanning, Guangxi (fictional address)
Purpose	Before the 70% balance payment: confirm the factory site exists at the agreed address, see the client’s finished goods and packing, and meet the authorized contact
Visit date & time	2026-10-21, on site 09:40–11:25 (UTC+8)
Visit arranged with	Ms. Zhou, stated role: export sales manager (authorized contact named by client)
Permissions	Photos permitted in warehouse and packing area; not permitted in sewing workshop. Video call permitted for 15 min.
Visited by / reviewed by	[Field staff — demo] / [Reviewer — demo]

Summary

#	Checklist item	Status
C1	Address visited matches the agreed address	Independently Verified
C2	Signage shows the contracting company’s name	Independently Verified
C3	Authorized contact present and identified	Supplier Stated (role)
C4	Client’s finished goods seen (style BC-DEMO-22)	Independently Verified
C5	Carton labels match client’s label file	Independently Verified (1 exception)
C6	Quantity ready: “4,800 of 5,000 pcs”	Supplier Stated
C7	Sewing workshop in operation	Observed remotely (client video call)
C8	Second warehouse (off site)	Not Verified

Status key: Independently Verified we checked it ourselves against an independent source or by direct observation · Supplier Stated told or shown to us by the supplier, not independently confirmed · Not Verified could not be confirmed · Observed remotely seen by live video, not in person.

SAMPLE TEMPLATE FOR DEMONSTRATION ONLY

Checklist and observations

#	Item	Observation	Evidence	Status
C1	Agreed location	Arrived at the agreed address at 09:40. Building number and street sign match the address in the client's purchase order.	M-01, M-02	Independently Verified
C2	Signage	Company name sign at gate matches the registered Chinese name of the contracting company.	M-02	Independently Verified
C3	Authorized contact	Met Ms. Zhou, who matched the name given by the client. She stated her role; no ID or company document was checked (not in scope).	L-01	Supplier Stated
C4	Finished goods	Saw packed jackets with style number BC-DEMO-22 on cartons and hang tags in the warehouse. Opened 3 cartons chosen by us; contents matched the style and colors listed in the PO.	M-03 – M-06	Independently Verified
C5	Carton labels	Labels match the client's label file, **except** the carton weight field is blank on all cartons seen.	M-07	Independently Verified
C6	Quantity ready	Ms. Zhou stated 4,800 pcs are packed (240 cartons). We counted 236 stacked cartons in the warehouse but did not open all cartons. Count is approximate.	M-08, L-01	Supplier Stated
C7	Workshop	Photos not permitted in sewing area. With permission, the client joined a 12-minute live video call (10:35–10:47) showing about 20 machines in use. We were present but the client observed the workshop only on video.	L-01	Observed remotely
C8	Second warehouse	Ms. Zhou said 4 cartons are stored at a second warehouse 3 km away. Not visited (outside agreed scope and time).	—	Not Verified

Observation log

Ref	Time (UTC+8)	Entry
L-01	09:40	Arrived at gate; met Ms. Zhou at reception.
	09:55	Warehouse: cartons counted; 3 cartons opened (selected by us).
	10:35	Live video call with client from workshop entrance (12 min).
	11:00	Packing area: labels checked against label file.
	11:25	Left site.

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Selected media (sample layout)

In a real report, each file is numbered and delivered as the original file with its date, time and location data. **This sample contains no real photos: the boxes below are SAMPLE placeholders and the coordinates are invented.**

SAMPLE photo placeholder
M-01 · Street sign
2026-10-21 09:41
22.8170°N 108.3669°E (demo)

SAMPLE photo placeholder
M-02 · Gate & company sign
2026-10-21 09:42
22.8171°N 108.3670°E (demo)

SAMPLE photo placeholder
M-03 · Warehouse overview
2026-10-21 09:56
22.8174°N 108.3673°E (demo)

SAMPLE photo placeholder
M-04 · Carton opened #1
2026-10-21 10:02
22.8174°N 108.3673°E (demo)

SAMPLE photo placeholder
M-05 · Carton opened #2
2026-10-21 10:06
22.8174°N 108.3673°E (demo)

SAMPLE photo placeholder
M-06 · Carton opened #3
2026-10-21 10:10
22.8174°N 108.3673°E (demo)

SAMPLE photo placeholder
M-07 · Carton label close-up
2026-10-21 11:03
22.8172°N 108.3675°E (demo)

SAMPLE photo placeholder
M-08 · Carton stacks (count)
2026-10-21 10:15
22.8174°N 108.3673°E (demo)

SAMPLE video placeholder
V-01 · Warehouse walk-through
2 min, unedited
2026-10-21 09:58

Ref	File	Taken (UTC+8)	Location data	Taken by
M-01–M-08	JPG photos, original files with date, time and GPS data kept	2026-10-21 09:41–11:03	Matches agreed site (demo coordinates)	OSMANTH field staff
V-01	MP4 video, 2 min, unedited	2026-10-21 09:58	Warehouse	OSMANTH field staff

Exceptions

- **X1 – Carton weight blank.** The weight field on carton labels is empty. Ask the supplier to complete it before shipping.
- **X2 – Carton count.** We counted 236 cartons on site against a stated 240. The supplier says 4 are at a second warehouse (C8, not verified).

Unverified items

- C6: total packed quantity (only an approximate carton count was possible).
- C7: workshop activity was observed by video only — it is labeled “Observed remotely”.
- C8: second warehouse not visited.
- Product quality, measurements and materials were not inspected (not in scope).

Signed visit log (sample)

Completed on site and signed by our visitor. The site contact may countersign to confirm the times and areas shown; that is optional and only confirms the log, not our findings. **SAMPLE with invented data.**

Site	Nanning Demo Textile Products Co., Ltd. (fictional), No. 00 Demo Road, Nanning (fictional)
Arrived / left	09:40 / 11:25, 2026-10-21 (UTC+8)
Received by	Ms. Zhou, export sales manager (stated)
Areas seen	Gate and signage, warehouse, packing area, sewing workshop entrance (video call only)
Areas not seen	Sewing workshop floor (photos not permitted); second warehouse 3 km away (not in scope)
Photos / video taken	M-01 – M-08, V-01

Visit checklist (signed)

#	Item	Result	Evidence	Initials
C1	Address matches agreed address	Yes	M-01, M-02	[demo]
C2	Company sign matches registered name	Yes	M-02	[demo]
C3	Authorized contact present	Yes (role stated)	L-01	[demo]
C4	Finished goods seen; 3 cartons opened, chosen by us	Yes	M-03 – M-06, V-01	[demo]
C5	Carton labels match label file	Yes, weight blank (X1)	M-07	[demo]
C6	Carton count	236 counted vs 240 stated (X2)	M-08	[demo]
C7	Workshop in operation	Live video only	L-01	[demo]
C8	Second warehouse	Not visited	—	[demo]

OSMANTH visitor signature
SAMPLE — intentionally left blank
Date: 2026-10-21

Site contact countersignature (optional)
SAMPLE — intentionally left blank
Date: 2026-10-21

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Recommended next steps

1. Ask the supplier to fill in carton weights and send a dated photo of the corrected labels (this would be “Supplier Stated”).
2. Request a packing list showing all 240 cartons and the 4 stored off-site.
3. If product quality matters before payment, book a professional pre-shipment inspection with a qualified inspection agency.

Limitations of this report

- Access was limited to the areas the site allowed; photos were not permitted in the sewing workshop.
- This visit is an observation, not a formal quality inspection, laboratory test or certification.
- Observations reflect the date and time of the visit only.
- Statements by site staff are recorded as “Supplier Stated”.
- Items seen only by video are labeled “Observed remotely” and are not presented as on-site checks.

Conclusion wording

On 2026-10-21 we visited the agreed address and found the contracting company’s sign at the gate. We saw packed finished goods matching style BC-DEMO-22 and opened 3 cartons chosen by us. Two exceptions (X1, X2) and four unverified items are listed above.

Visited by
[Field staff — demo]
Date: 2026-10-21

Reviewed by
[Reviewer — demo]
Date: 2026-10-22

About this sample. This is a sample template for demonstration only. The companies, people, address, order and observations are invented, and no real photos are included. It is not a client case.

Limitation of liability — due diligence, not a guarantee. This report reflects what we could observe or verify on the dates shown, using the documents and access available to us. It cannot rule out deliberate deception (such as falsified documents, staged sites or hired people) or changes after our checks, and it does not guarantee any supplier’s performance, quality, delivery or payment safety. Business and payment decisions remain the client’s. Our liability is limited to the fee paid for this service, and we are not liable for indirect or consequential losses. Full terms: osmanth.com/how-we-work#liability