Sourcing Request Form

Complete and return to hello@buyersideturkey.com. One form per product group.

Sourcing does not start until this form is complete and the fee has cleared.

The rules of this engagement

These are published in full on buysideturkey.com/services/supplier-sourcing/ and are reproduced here so that they are agreed before, not after.

1 **Payment is 100% in advance. There is no flexibility.**
The full fee clears before any supplier is contacted. No deposit and balance, no payment on delivery of the shortlist, no payment on first order.

2 **One fee per product group. One.**
A product group is a set of items that the same type of factory can manufacture with the same process and materials. The group is defined in writing before payment.

3 **A written official request is required before work begins.**
This form, completed. Not a product name, not a photograph from a competitor's website.

4 **The specification is frozen once work starts.**
A material change after supplier outreach begins restarts the work as a new product group at a new fee, because every enquiry already sent must be sent again.

5 **We take nothing from the suppliers we introduce.**
No commission, finder's fee or per-order percentage, ever, including after the engagement ends. This is why the buyer pays the full cost of the search.

6 **No exclusivity, in either direction.**
You may buy from the suppliers we find without telling us and stop using us at any time.

Fee and timing

Item	Terms
Fee	€1,200 per product group, payable in full in advance
Second group booked at the same time	€950
Payment method	SWIFT transfer, EUR or USD, to our Turkish foreign-currency account
Typical duration	15–25 working days from receipt of a complete specification
Deliverable	Long list · verified shortlist · normalised quotation comparison · written recommendation · direct introductions
Refund	Full less €150 administration before supplier outreach begins. None once outreach has begun.

Section A — Buyer

Company (legal name) **Country**

Contact name and role **Email** **Phone / WhatsApp**

Website **Years importing** **Markets you sell into**

Section B — Product group

One product group per form. If you need two unrelated product types sourced, submit two forms.

Product name **HS code (if known)**

Materials and grades

Dimensions

Tolerances

Finish / colour / surface treatment

Components that must be a named brand (hardware, motors, fabrics, electronics)

Attached: drawing / technical sheet / photographs / physical sample (circle)

If no drawing, technical sheet or approved sample exists, say so here. We will tell you whether the specification is sufficient to source against before you pay.

Section C — Compliance and certification

Required certifications / standards (CE, EN, REACH, LFGB, halal, other)

Destination-market labelling and language requirements

Testing required before shipment (laboratory, type, who pays)

Section D — Commercial

First order quantity | **Annual volume** | **Target unit price** | **Currency**

Incoterm required | **Destination port / city**

Required lead time | **First delivery date needed**

Packaging and labelling requirements

Sample requirement — how many, who pays for samples and courier

Payment terms you can offer a supplier

Section E — Context

Are you currently buying this product elsewhere? Where, and why are you moving?

Suppliers already contacted in Türkiye (so we do not duplicate)

May we name your company to suppliers? (yes / no — default is no)

Anything that would disqualify a supplier for you

Section F — Product group definition (completed by BuyerSide)

We will return this form with the product group defined in writing, and a fee confirmation, before you pay. Once you approve the definition, it is the scope of the engagement.

Product group as defined

Fee | **Working days** | **Definition approved by buyer (date)**

BuyerSide Türkiye accepts no commission from any supplier introduced under this engagement — Clause 4.2