

3D Modeling Outsourcing Checklist		3DCloud
	Items	Purpose
☐	Portfolio	Review the vendor's previous work to ensure quality and alignment with your needs.
☐	Services Offered	Understand everything available on the vendor's service menu.
☐	Location and Hours of Availability	If personal interaction is essential, check availability and see if you are in compatible time zones.
☐	Years in Business	Longevity is a marker of experience and customer satisfaction.
☐	Staff Bios	Understand who will be working on your project and their level of expertise.
☐	Delivery Timeframes	They should provide a clear schedule for completing the steps in the project.
☐	Pricing	Ask for a written, signed estimate, and understand the costs related to extra-contractual change orders.
☐	ISO Certifications	Look for organizations that use the 9001 ISO standard. This demonstrates the ability to consistently provide products and services that meet requirements related to the international standards for a quality management system (QMS).
☐	References	Talk to previous clients and ask about the process and results.
☐	Process	Ensure that a workable, proven process is in place.
☐	Customer Service	Clarify how you will interact with your service provider, hours of availability, and who the individual or individuals may be.
☐	Performance Guarantees	Ensure that part of the service contract includes quality, delivery, and service guarantees.
☐	Security	Reputable companies will protect intellectual property with extra safety measures and software/NDAs and other measures.
To learn more about 3D modeling services from 3D Cloud, request a demo.		