

Wooden pencil manufacturing process

A four-page sourcing map from wood preparation to finished OEM pencils. Use it to select the production stage, freeze buyer inputs, define quality hold points, and send one route-specific factory quotation request.



01

Wood stock and conditioning

Poplar or linden material is selected by grade, moisture, grain, dimensions, and treatment route before pencil-board preparation.



02

Cut pencil sheets

Conditioned wood is cut to the requested board size and thickness. Buyer checks include species, tolerance, moisture, surface, and treatment.



03

Grooved pencil slats

Parallel channels are machined to the core diameter and spacing. Groove accuracy affects bonding, shaping, and core position.



04

Sandwich boards

Graphite or color cores are placed into adhesive-filled grooves and bonded beneath a matching top slat before pressing and curing.



05

Blank pencils

Cured boards are shaped into round, hexagonal, triangular, jumbo, or custom wooden pencil bodies, ready for finishing or branding.



06

Finished OEM pencils

Finishing can include barrel color, printing, foil, dip end, eraser, sharpening, inspection, retail packing, and export-carton preparation.

BUYER CONTROL POINTS

Define the route before comparing prices.

A price is only comparable when material, process ownership, product specification, inspection, packing, quantity, destination, and delivery terms are aligned.

Material	Wood species and grade, dimensions, moisture, treatment, graphite or color core, adhesive, coating, eraser, and packaging materials.
Process	Factory-owned stages, buyer-retained stages, approved sample route, measurable tolerances, and batch evidence.
Commercial	Quantity or annual volume, trial requirement, target price, Incoterm, destination port, delivery window, loading plan, and payment basis.
Documents	Artwork, labels, packing marks, testing, certificates, compliance evidence, and destination documents required for the exact order.

SOURCING STAGE

Choose the earliest stage your operation can control.

Route	Factory delivers	Buyer retains
Pencil slats	Cut or treated wood sheets	Grooving, core placement, shaping, finish, packing
Sandwich boards	Grooved, core-filled, bonded boards	Shaping, finish, branding, packing
Blank pencils	Shaped, unbranded pencil bodies	Finish, printing, eraser, retail packing
OEM pencils	Approved finished pencil and packaging	Market approval, distribution, sales

Request a route-specific quotation

Send product stage, dimensions, quantity, destination, packaging, required documents, and delivery target.
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Important: testing, certificates, compliance, lead time, pricing, and commercial terms are confirmed for the exact product, destination, and order. This guide does not replace an approved specification or contract.

Pause, check, and release each controlled stage.

A hold point is a planned stop before the next irreversible step. Record the approved input, the measurable check, the responsible reviewer, and the evidence used to release production.

Stage	Lock before work	Factory control	Release evidence
1. Wood and conditioning	Species, grade, dimensions, moisture basis, treatment, destination, and intended downstream route.	Material identity, moisture or treatment record, visible defects, grain, surface, and dimensional tolerance.	Approved material reference, measurement record, lot or batch reference, and exception decision.
2. Slat cutting	Board length, width, thickness, tolerance, packing orientation, quantity, and retained buyer process.	Cut size, thickness consistency, edge and face condition, count, bundle protection, and packing marks.	First-piece check, dimensional sample, packing reference, inspection result, and release owner.
3. Groove preparation	Groove count, spacing, geometry, depth, target core diameter, board orientation, and downstream equipment fit.	Groove position, depth and profile, repeatability, surface condition, and trial fit with the agreed core.	Approved grooved sample, measurement record, trial-fit result, and blocked-deviation log.
4. Core placement and pressing	Core type and diameter, adhesive route, matched slat pair, press and cure plan, and acceptance sample.	Core placement, adhesive coverage, bond integrity, board alignment, press condition, cure, and visible gaps.	Pressed-board reference, process record, bond or opening check, lot trace, and release decision.
5. Pencil-body shaping	Body shape, dimensions, corner profile, length, core-centering acceptance, finish boundary, and sharpening route.	Body dimensions, surface, core position, straightness, shaping damage, sharpening behavior, and breakage sample.	Approved blank body, measurement and defect record, sample sign-off, and retained control sample.
6. Finish, inspection, and packing	Coating, color, logo, eraser, sharpening, unit pack, carton, artwork, testing request, and delivery term.	Visual finish, print position, function, sample match, pack count, carton marks, inspection, and shipment documents.	Approved finished sample, artwork version, inspection report, packing reference, and shipment-release checklist.

Use order-specific tolerances and sampling rules. The table identifies control categories; it does not invent dimensions, acceptance limits, testing status, certificates, or destination compliance for a buyer's order.

Complete the specification before asking for price.

Shanghai's standard production MOQ is 100 cartons. Final carton count, pieces or sets per carton, price, sample route, lead time, testing, documents, and trade terms are confirmed only for the approved product and destination.

[] 01 Supply stage Slats, grooved slats, sandwich boards, blank graphite bodies, blank colored bodies, or finished OEM pencils.	[] 02 Product construction Wood route, core type and grade or color reference, shape, dimensions, eraser, sharpening, and finish boundary.
[] 03 Measurable specification Dimensions, tolerances, moisture or treatment basis, groove and core inputs, visual limits, and functional checks.	[] 04 Artwork and claims Vector artwork, version, logo method, colors, buyer-approved wording, label text, and evidence required for every claim.
[] 05 Packaging Pieces or sets per unit pack, inner pack, master carton, barcode, marks, protection, mixed-SKU plan, and pallet request.	[] 06 Quantity and forecast Trial quantity if applicable, production quantity, annual forecast, reorder pattern, destination, and loading plan.
[] 07 Sample and approval Reference sample, first sample route, approver, acceptance criteria, change control, retained sample, and release deadline.	[] 08 Inspection Incoming, in-process, final and packing checks, sampling rule, defect classification, evidence format, and release authority.
[] 09 Testing and documents Intended user, market and channel, buyer test request, importer documents, certificates, labeling, and shipment records.	[] 10 Commercial terms Incoterm, destination port or address, currency, payment basis, target timing, required arrival date, and quote validity.
[] 11 Contact owner Company, buyer name, email, WhatsApp or phone, technical reviewer, commercial approver, and time zone.	[] 12 Attachments Completed RFQ workbook, drawings, artwork, photos, approved reference, pack files, test request, and document list.

FREE EDITABLE BUYER TOOLS

www.shanhailinghang.com/buyer-tools/

Download the route-specific slat RFQ and QC workbook, blank pencil body RFQ and incoming-QC workbook, complete OEM pencil RFQ, sample inspection checklist, artwork and sample approval workbook, supplier evaluation template, and sustainability claim evidence checklist. No email gate.

Request a route-specific quotation

Send product stage, dimensions, quantity, destination, packaging, required documents, and delivery target.
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Pricing is inquiry-based because product stage, construction, pack route, quantity, destination, testing, documents, delivery and commercial terms vary by order.