

1. Cover

Fill this page first. Use the same style number and version on every page.

Style no. _____ Version ____ Page 1/8

FIELD	DETAILS
Brand	
Style name	
Style number	
Season or drop	
Version and date	
Sizes	
Product type	
Target quantity	
Target delivery date	
Contact	

2. Flat sketches and callouts

Insert front and back flat sketches (line drawings, lying flat, no model). List every detail the factory must not change.

Style no. _____ Version ____ Page 2/8

Front	Back
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CALLOUT	DETAIL

3. Size chart and tolerances (cm, garment measured flat)

One row per point of measure. Add a small diagram with the letters so the quality checker measures the same way you do.

Style no. _____ Version ____ Page 3/8

POINT OF MEASURE	S	M	L	XL	TOLERANCE ±
A. Half chest, 2 cm below armhole					
B. Body length, from high point of shoulder					
C. Shoulder width, seam to seam					
D. Sleeve length, from shoulder seam					
E. Half sleeve opening					
F. Armhole, straight					
G. Neck width, seam to seam					
H. Front neck drop					
I. Neck rib width					
J. Half hem width					

4. Bill of materials

Every material and trim, with composition, GSM and finish. 'Cotton tee' could be quoted at 160 or 260 GSM.

ITEM	SPECIFICATION	COLOUR	WHERE USED	SUPPLIER OR REFERENCE

5. Construction details

Seams, stitch types, hem widths and finishes. These are easy to change silently between sample and bulk if not written down.

Style no. _____ Version ____ Page 5/8

AREA	INSTRUCTION

6. Artwork and placement

One block per print or embroidery. Draw the placement measurement on the flat sketch too. Attach artwork as separate vector files.

Style no. _____ Version ____ Page 6/8

FIELD	PRINT 1	PRINT 2
Method		
Artwork file		
Print size		
Placement		
Colours		

7. Labels and packing

Custom labels can have their own minimums and lead times, so order them early.

Style no. _____ Version ____ Page 7/8

ITEM	INSTRUCTION
Neck label	
Care label	
Hang tag	
Fold	
Polybag	
Cartons	

8. Order sheet

Quantity per colour and size. Add the target delivery date and address.

Style no. _____ Version ____ Page 8/8

COLOUR	S	M	L	XL	TOTAL
Total					

Target delivery date: _____ Delivery address: _____