

GARMENT SPECIFICATION

TECH PACK — COVER SHEET

BRAND / COMPANY	STYLE NAME	STYLE NUMBER	SEASON / DROP
CATEGORY (TEE, SHORTS, HOODIE...)	GENDER / AGE GROUP	FIT (REGULAR, SLIM, OVERSIZED, COMPRESSION)	SIZES TO BE PRODUCED
BASE (SAMPLE) SIZE	UNITS (CM OR IN)	MEASUREMENTS ARE: GARMENT OR BODY	VERSION / REVISION

FABRIC AND DECORATION

MAIN FABRIC (COMPOSITION, GSM, CONSTRUCTION)	SECONDARY FABRIC / LINING / TRIM FABRIC
DECORATION METHODS (SUBLIMATION, EMBROIDERY, SCREEN PRINT, HEAT TRANSFER)	WASH / CARE AND FINISHING NOTES

COLORWAYS AND QUANTITIES PER SIZE

COLORWAY NAME	XS	S	M	L	XL	2XL	3XL	TOTAL
Total per size								

Write sizes over the headings if you use a different range. Quantities are per style and colorway.

TARGET DATES

TECH PACK SENT	SAMPLE REQUESTED BY	SAMPLE APPROVED BY	BULK ORDER PLACED BY
BULK DELIVERY NEEDED BY	SHIP-TO COUNTRY / PORT	BRAND CONTACT (NAME, EMAIL, PHONE)	FACTORY CONTACT

STYLE SUMMARY AND NOTES

How to use this template. Fill in the cover sheet first, then work through the pages in order. Type into the grey-lined boxes on screen (they are fillable in most PDF readers) or print and write by hand. Keep one copy per style, change the revision box every time something changes, and send the whole file as a single PDF.

FLAT SKETCHES AND CALLOUTS

STYLE NO. _____

SEASON _____

REV. _____

FRONT

1

2

3

4

5

6

BACK

7

8

9

10

11

12

Draw or paste a flat (garment laid out, no body). Run a line from each numbered tab to the detail it describes, then explain it below. Use 1-6 on the front and 7-12 on the back.

CALLOUT NOTES

#	DETAIL, CONSTRUCTION OR PLACEMENT NOTE
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

DETAIL CLOSE-UPS

DETAIL 1

DETAIL 2

DETAIL 3

POINTS OF MEASURE (1 OF 2)

T-SHIRT / JERSEY

REF	POINT OF MEASURE	HOW TO MEASURE (FLAT, RELAXED)	SPEC	TOL. +/-	SAMPLE 1	SAMPLE 2
A	Chest width	2.5 cm (1 in) below underarm seam, edge to edge				
B	Hem width	Bottom edge, side seam to side seam				
C	Body length (HPS)	High point of shoulder at neck, straight down to hem				
D	Shoulder width	Shoulder point to shoulder point, across the back				
E	Armhole, straight	Shoulder point to underarm seam in a straight line				
F	Sleeve length	Shoulder point along the sleeve to the hem edge				
G	Sleeve opening	Across the sleeve hem, relaxed				
H	Bicep width	2.5 cm (1 in) below underarm, across the sleeve				
I	Neck width	Seam to seam across the neck opening				
J	Front neck drop	From HPS line down to the front neck seam				
K	Back neck drop	From HPS line down to the back neck seam				
L	Neck rib / collar height	Finished height of rib or binding				

SHORTS

REF	POINT OF MEASURE	HOW TO MEASURE (FLAT, RELAXED)	SPEC	TOL. +/-	SAMPLE 1	SAMPLE 2
A	Waist, relaxed	Top edge of waistband, flat, side to side				
B	Waist, stretched	Same point, extended to a stated force or width				
C	Hip	Flat, at ____ cm below the top of the waistband				
D	Front rise	Crotch seam to top of waistband, along the front				
E	Back rise	Crotch seam to top of waistband, along the back				
F	Outseam	Top of waistband to hem along the side seam				
G	Inseam	Crotch seam to hem along the inner leg				
H	Thigh	2.5 cm (1 in) below the crotch seam, across the leg				
I	Leg opening	Across the hem, relaxed				
J	Waistband height	Finished height of waistband				
K	Drawcord / elastic	Elastic width and drawcord length out of the eyelet				
L	Pocket opening and depth	Opening length along the seam, depth to the bottom				

Spec is the target finished measurement in the base size. Tolerance is how far a finished piece may differ and still pass. Fill the sample columns when you measure each sample.

POINTS OF MEASURE (2 OF 2)

LEGGINGS

REF	POINT OF MEASURE	HOW TO MEASURE (FLAT, RELAXED)	SPEC	TOL. +/-	SAMPLE 1	SAMPLE 2
A	Waist, relaxed	Top edge of waistband, flat, side to side				
B	Waist, stretched	Same point, extended to a stated force or width				
C	Hip	Flat, at ____ cm below the top of the waistband				
D	Front rise	Crotch seam to top of waistband, along the front				
E	Back rise	Crotch seam to top of waistband, along the back				
F	Inseam	Crotch seam to hem along the inner leg				
G	Outseam	Top of waistband to hem along the side seam				
H	Thigh	2.5 cm (1 in) below the crotch seam, across the leg				
I	Knee	Measured at ____ cm below the crotch seam				
J	Leg opening / ankle	Across the hem, relaxed				
K	Waistband height	Finished height of waistband				

HOODIE / SWEATSHIRT

REF	POINT OF MEASURE	HOW TO MEASURE (FLAT, RELAXED)	SPEC	TOL. +/-	SAMPLE 1	SAMPLE 2
A	Chest width	2.5 cm (1 in) below underarm seam, edge to edge				
B	Hem width, relaxed	Across the rib or hem band, relaxed				
C	Body length (HPS)	High point of shoulder at neck, straight down to hem				
D	Shoulder width	Shoulder point to shoulder point, across the back				
E	Sleeve length	Shoulder point along the sleeve to the cuff edge				
F	Bicep width	2.5 cm (1 in) below underarm, across the sleeve				
G	Cuff opening, relaxed	Across the cuff, relaxed				
H	Hem / cuff rib height	Finished height of rib band				
I	Hood height	Neck seam to top of hood, hood laid flat				
J	Hood width	Widest point of hood, laid flat				
K	Pocket opening	Opening length along the pocket edge				
L	Front zip length	Zip length if a full-zip style, else n/a				

Delete rows you do not need and add your own points at the bottom of the grading grid on page 8. Write relaxed and stretched values separately for waistbands, cuffs and hems.

BILL OF MATERIALS

FABRICS

#	ITEM / PLACEMENT	DESCRIPTION AND SPEC	COLOR / REF.	SUPPLIER / REF.	QTY PER GARMENT	UNIT
1						
2						
3						
4						

TRIMS (ZIPS, ELASTIC, CORD, EYELETS, TAPES, BUTTONS)

#	ITEM / PLACEMENT	DESCRIPTION AND SPEC	COLOR / REF.	SUPPLIER / REF.	QTY PER GARMENT	UNIT
1						
2						
3						
4						
5						
6						

THREAD AND STITCHING

#	ITEM / PLACEMENT	DESCRIPTION AND SPEC	COLOR / REF.	SUPPLIER / REF.	QTY PER GARMENT	UNIT
1						
2						
3						

LABELS (MAIN, SIZE, CARE, HANG TAG)

#	ITEM / PLACEMENT	DESCRIPTION AND SPEC	COLOR / REF.	SUPPLIER / REF.	QTY PER GARMENT	UNIT
1						
2						
3						
4						

PACKAGING (POLYBAG, STICKER, CARTON)

#	ITEM / PLACEMENT	DESCRIPTION AND SPEC	COLOR / REF.	SUPPLIER / REF.	QTY PER GARMENT	UNIT
1						
2						
3						

Qty per garment is the consumption you expect for one piece (for example 1 pc, 0.65 m, 1.2 m). Ask the factory to confirm fabric consumption on the sample.

COLORWAYS AND PRINTS

COLORWAYS

COLORWAY NAME	SWATCH	MAIN FABRIC (PANTONE / REF.)	CONTRAST / PANEL COLOR	TRIM, RIB AND THREAD COLOR	PRINT INK / EMBROIDERY COLOR
	Tape swatch here				
	Tape swatch here				
	Tape swatch here				
	Tape swatch here				

ARTWORK AND PLACEMENT

ART ID	ARTWORK FILE NAME	PLACEMENT (WHICH GARMENT AREA)	WIDTH X HEIGHT	DISTANCE FROM SEAM OR NECK	METHOD	INK / THREAD COLORS

FRONT PLACEMENT

BACK AND SLEEVE PLACEMENT

Mark each artwork with its Art ID on the sketches. Always give the position as a size plus a distance from a fixed point (for example 7 cm below the neck seam), never "chest height".

LABELS AND PACKAGING

LABELS

LABEL	POSITION (WITH DISTANCES)	SIZE	MATERIAL / METHOD	CONTENT OR ARTWORK FILE
Main brand label				
Size label				
Care and fiber content label				
Origin / regulatory label				
Hang tag				
Other				

Content, care, origin and children's-wear labelling rules differ by market. The brand is responsible for checking what applies in the countries it sells to.

LABEL PLACEMENT SKETCH

FOLD AND PACK SKETCH

PACKAGING

FOLD METHOD (DESCRIBE OR SKETCH ABOVE)

POLYBAG SIZE AND MATERIAL

WARNING TEXT / PRINTING ON BAG

BARCODE / SKU STICKER POSITION

PIECES PER INNER PACK

PACK SPLIT (BY SIZE, BY COLORWAY)

CARTON SIZE AND MAX WEIGHT

CARTON MARKS / SHIPPING LABELS

SPECIAL INSTRUCTIONS

INSPECTION NOTES BEFORE SHIPPING

FIT

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REVISIONS AND APPROVALS

REVISION LOG

REV.	DATE	CHANGED BY	WHAT CHANGED	PAGES
A				
B				
C				
D				
E				
F				

SAMPLE REVIEW

SAMPLE NO.	DATE RECEIVED	COMMENTS (FIT, FABRIC, COLOR, CONSTRUCTION, PRINT)	ACTION

GENERAL NOTES

APPROVALS

APPROVAL	NAME	SIGNATURE	DATE
Brand: tech pack released			
Factory: tech pack received			
Brand: sample approved			
Brand: bulk approved			

Keep the final approved version on file. It is the reference for every reorder.