

Brand		Style name	
Style number		Season	
Product type		Fit	
Size range		Base (sample) size	
Main fabric		Fabric weight (GSM / oz)	
Target quantity		Target delivery date	
Prepared by		Date / revision	

FLAT SKETCHES

Draw front and back views to scale. Add callouts for stitching, pockets, trims and anything a photo would not show.

FRONT

BACK

DETAIL SKETCHES

DETAIL 1

DETAIL 2

Measurements (points of measure)

Measure the garment laid flat, in cm or inches (say which). Fill in the base size first, then grade the other sizes. Tolerance is how far a finished piece can differ from the spec.

Code	Point of measure	Tol. (cm)	XS	S	M	L	XL	XXL
A	Chest width (2.5 cm below armhole)	±1						
B	Body length (HPS to hem)	±1						
C	Sleeve length (shoulder seam to hem)	±0.5						
D	Shoulder width (seam to seam)	±0.5						
E	Neck width (seam to seam)	±0.5						
F	Hem width	±1						
G	Sleeve opening	±0.5						
H	Armhole (straight)	±0.5						

HOW TO MEASURE

HPS = high point shoulder, where the shoulder seam meets the collar. Measure chest 2.5 cm below the armhole, edge to edge. Note any measurement taken in a different way.

MEASUREMENT DIAGRAM

SIZE BREAKDOWN

Color	XS	S	M	L	XL	XXL	Total

Bill of materials and construction

Component	Description	Composition / spec	Color / Pantone	Supplier / ref	Qty per garment	Placement
Shell fabric						
Rib / trim fabric						
Thread						
Main label						
Care and fibre label						
Hangtag						
Zip / buttons / cords						
Polybag						

CONSTRUCTION

Seam types (e.g. overlock, coverstitch, flatlock), stitch details, hems, finishing, washes and anything that must not change.

Area	Instruction
Seams	
Neckline / collar	
Hems	
Pockets	
Closures	
Wash / finish	
Other	

ARTWORK AND BRANDING

Placement	Method	Size (w x h)	Position from reference point	Colors	File name

LABELS

Label	Type	Size	Position	Content
Main / neck				
Care and fibre				
Size				
Other				

COLORWAYS

Colorway	Body	Trim / rib	Thread	Artwork	Hardware

PACKAGING

Folding		Polybag	
Hangtag		Carton marks	

SAMPLE COMMENTS AND REVISIONS

Date	Sample stage	Comments (refer to POM codes and attach photos)	Revision