

Factory-Standard B2B Tech Pack Specification Guide

Version date: 2026-10-07. Use this guide to organize product requirements before quotation, sampling, and approval. Fields marked EXAMPLE are illustrations only and must be replaced with project-specific information.

Project field	Project entry
Buyer / company	
Project name	
Product category	
Target quantity	
Required delivery destination	
Required date	
Prepared by / revision	

Scope

The final material, measurement, decoration, testing, packaging, quantity, timing, and commercial terms must be confirmed in the quotation, approved sample, and order specification. This guide does not replace those approvals.

1. Product Identification

Field	Requirement	Buyer notes
Product name	Name the specific hat, jersey, uniform, pants, socks, or bag	
Style / reference	Provide style number or approved reference image	
Intended use	Team, school, club, distributor, private label, or promotion	
Target quantity	Enter quantity by style and color	
Size range	List youth, adult, unisex, or custom requirements	
Destination	Country, postal code, and delivery requirement	

Product view checklist

Required view	File name / page	Approval note
Front		
Back		
Left side		
Right side		
Interior / construction		
Detail views		

2. Bill of Materials

List each material and component. Replace all EXAMPLE text with approved project information.

Item	Component	Material / specification	Color	Supplier ref.	Approval
EXAMPLE	Main body	EXAMPLE - confirm material and weight	EXAMPLE		
	Contrast panel				
	Mesh / lining				
	Closure / zipper				
	Thread				
	Label				
	Packaging				

Material review notes

Review point	Project requirement
Hand feel / finish	
Stretch / recovery	
Color reference	
Testing requirement	
Other limitation	

3. Measurements and Tolerances

Define points of measurement and units. Confirm the applicable size chart and tolerance after the product and material are selected.

POM	Measurement description	Unit	Base size	Target	Tolerance	Revision note
01		cm				
02		cm				
03		cm				
04		cm				
05		cm				
06		cm				
07		cm				
08		cm				

Size roster link

Roster file name	Version	Approved by	Approval date

4. Artwork, Decoration, and Placement

Artwork	File name	Method	Placement	Width	Height	Color / thread	Approval
Primary logo							
Secondary logo							
Player name							
Player number							
Other							

Artwork file checklist

Check	Requirement	Status / note
Vector file	AI, EPS, or approved vector PDF where available	
Fonts	Outlined or supplied with approved typography reference	
Pantone	List solid-color references where matching is required	
Placement	Show measurement from fixed product reference points	
Proof	Record approved proof version and date	

5. Labels and Packaging

Component	Requirement	Artwork / reference	Approval note
Main label			
Size label			
Care label			
Hangtag			
Polybag			
Barcode / sticker			
Carton marks			
Units per carton			

Packing values such as carton dimensions, units per carton, gross weight, and net weight must be confirmed for the selected product and approved order specification.

6. Sample Approval and Revision Record

Version	Date	Sample / proof type	Requested change	Decision	Approved by
V1					
V2					
V3					
V4					
Final					

Final approval checklist

Approval item	Status / reference
Product specification	
Material and color	
Measurements and size roster	
Artwork and decoration	
Labels and packaging	
Quantity and delivery requirement	
Quotation and order specification	

Contact

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