Your logo or company name

TECH PACK

1. Cover page

Brand	Style number	Style name	Season	
Revision number	Revision date	Size range	Sample size	Page
Fabric summary		Colorways		
Target quantity	Target price	Contact (name, email, phone)		
Files sent with this tech pack				

Change log

Revision	Date	What changed	Changed by

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2. Flat sketches

Style number	Style name	Revision number and date	Page

Front view	Back view

Close-up views

Callout	Location on the garment	Seam, trim or label it points to

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3. Bill of materials

Style number	Style name	Revision number and date	Page

Placement	Description	Fiber composition	Weight (GSM)	Construction	Width	Color, colorway 1	Color, colorway 2	Color, colorway 3	Quantity per garment	Unit	Supplier

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4. Measurement spec

Style number	Style name	Revision number and date	Page
Unit (inches or cm)	Measured flat or around the body	Before or after wash	Sample size / Unit that governs

Code	Point of measure	How to measure	Sample size value	Grade	Tol. +/-	Size	Size	Size	Size	Size	Size

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5. Construction details

Style number	Style name		Revision number and date			Page
Seam or operation	**Seam type**	**Stitch type (ASTM D6193 or ISO 4915 number)**	**Stitches per inch**	**Seam allowance**	**Thread**	**Notes**

Hem widths (body and sleeve)	How the neck rib is joined	Other construction notes

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6. Colorways

Style number	Style name	Revision number and date	Page
Light source for color approval	Colorway 1 name	Colorway 2 name	Colorway 3 name
Component	**Colorway 1: color name and Pantone TCX number**	**Colorway 2: color name and Pantone TCX number**	**Colorway 3: color name and Pantone TCX number**
Physical standards, if not Pantone	Approved lab dip, colorway 1 (reference and date)	Approved lab dip, colorway 2 (reference and date)	Approved lab dip, colorway 3 (reference and date)

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7. Artwork and labels

Style number	Style name	Revision number and date	Page

Artwork

Artwork	Method (print or embroidery)	Artwork file	Placement, measured from a fixed point	Artwork size for each garment size	Colors

Labels

Label	Size (width x height)	Material and method	Exact text	Position on the garment	Notes

US label content

Fiber content (generic names and percentages)	Country of origin	Company name or RN number	Care instructions

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TECH PACK

8. Packaging

Style number	Style name	Revision number and date	Page

Fold method	Polybag size	Polybag warning text

Size sticker (text and position)	Carton size and board (L x W x H, wall type, burst or ECT rating)

Units and size ratio per carton

Colorway or pack	Size	Size	Size	Size	Size	Size	Units per carton

Carton marks

Main mark (consignee code, PO number, destination, carton number, country of origin)	Side mark (item number, quantity per carton, gross weight, net weight, carton size)

Case barcode and logistic labels	Handling symbols and what not to print

Your logo or company name

TECH PACK

9. Testing and comments

Style number	Style name	Revision number and date	Page

Testing

Test	Method	Requirement	Lab and timing

Sample comments

Date	Sample round	Point of measure	Spec	Measured	Difference	Tol. +/-	Within tolerance	Comment and fix agreed

How to fill in the tech pack

The brand fills in the tech pack and sends it to the factory as a PDF with the spreadsheet attached. The factory quotes from it and makes samples from it, and the inspector measures the bulk order against it.

Each page is one sheet in the Excel file. The style number, style name and revision at the top of pages 2 to 9 are copied from the cover page.

Write in numbers and short phrases that still mean the same thing after translation.

Field	What to write
Page 1: Cover page	
Your logo or company name	The brand's logo or company name. It sits at the top of every page.
Brand	The brand name this style is sold under.
Style number	Your code for this style. It repeats at the top of every page. In Excel the other pages copy it from here.
Style name	A plain name for the style, for example men's crew neck T-shirt.
Season	The season or drop the style belongs to, for example Spring 2027.
Revision number	Start at 1. Raise it by one every time anything in the tech pack changes.
Revision date	The date of this revision.
Size range	The sizes you will sell, for example S to XL.
Sample size	The size the factory makes samples in, for example M.
Page	Number every page, for example 1 of 9.
Fabric summary	The main fabric in one line: fiber, construction and weight, for example 100% combed cotton single jersey, 180 GSM.
Colorways	The names of the color versions, for example Black and White.
Target quantity	How many pieces you plan to order, by color if you know it.
Target price	Your goal price per piece, with currency and trade term, for example USD 4.50 FOB.
Contact	The person the factory asks about this style: name, email and phone.
Files sent with this tech pack	List the files you send together: the PDF, the spreadsheet and the vector artwork at print size.
Change log	
Revision	The revision number of each change.
Date	The date of the change.
What changed	What changed and on which page, in a few words.
Changed by	Who made the change.
Page 2: Flat sketches	
Front view	Paste or draw the front flat sketch in black line, drawn to proportion. No model and no shading.
Back view	Paste or draw the back flat sketch the same way.
Close-up views	Paste or draw close-ups of details such as the neck, the hems, a pocket or a label.
Callouts	
Callout	The number or letter written on the sketch.
Location on the garment	Where the callout points, for example left side seam.
Seam, trim or label it points to	What the factory must do there. Put a callout at every seam, trim and label.
Page 3: Bill of materials	
Use one row for each material. Thread, labels, the hangtag and the polybag each get a row.	
Placement	Where the material goes on the garment, for example body, neck rib or center back neck.
Description	What the material is, for example single jersey, woven main label or polybag.
Fiber composition	Fibers by generic name and percent, for example 100% cotton.
Weight (GSM)	The fabric weight in grams per square meter for knits, for example 180.
Construction	How the material is made, for example single jersey, 1x1 rib or woven.
Width	The usable width of the fabric or trim, with its unit.
Color, colorway 1, 2 and 3	The color of this material in each colorway. Use the names from the colorways page.
Quantity per garment	How much of the material one garment uses.
Unit	The unit of that quantity, for example kg, m or pcs.
Supplier	Who supplies it: the factory, a supplier you name, or you.
Page 4: Measurement spec	
Finish this page first. Give every point a method, a value for each size, a grade and a tolerance.	
Unit	The unit of every value on the chart.
Measured flat or around the body	Say whether values are taken with the garment laid flat or around the body.

Field	What to write
Before or after wash	Say whether the chart is the size before or after washing.
Sample size	Type the sample size exactly as it appears in the size header, for example M. The chart grades the other sizes from it.
Unit that governs	If the factory works in another unit, say which unit governs.
Points of measure	
Code	A letter for each point of measure: A, B, C and so on.
Point of measure	The name of the measurement, for example chest width.
How to measure	Where the tape starts and ends, for example 1 in below the armhole, edge to edge.
Sample size value	The measurement in the sample size.
Grade	The step between one size and the next. Type 0 for a point that does not change by size.
Tol. +/-	How far a finished garment may measure above or below the spec and still pass.
Size columns	In Excel, type your size names in the shaded header cells, and each value is calculated from the sample size value and the grade. Type over a value to set it by hand. On paper, write each size name and value yourself.

Page 5: Construction details

Seams and stitches	
Seam or operation	The seam or step, for example side seam, shoulder seam, sleeve hem or neck.
Seam type	How the pieces are joined, for example a plain seam or a hem.
Stitch type	The stitch number from ASTM D6193 or ISO 4915, which use the same numbers, for example 514 for a four-thread overedge or 406 for a two-needle bottom coverstitch.
Stitches per inch	The stitch density, for example 12.
Seam allowance	The fabric allowed inside the seam, with its unit.
Thread	The thread type and size, and whether its color matches the body.
Notes	Anything else the sewing line needs for this seam, such as tape or topstitching.
Hems and neck	
Hem widths	The finished hem width at the body and at the sleeve.
How the neck rib is joined	The rib height and how it is attached and finished.
Other construction notes	Anything that applies to the whole garment.

Page 6: Colorways

Light source for color approval	The light under which colors are checked, for example D65.
Colorway 1, 2 and 3 names	The name of each color version, for example Black.
Colors by component	
Component	Each part that has a color: body fabric, rib, thread, labels, print.
Colorway 1, 2 and 3: color name and Pantone TCX number	The color of the component in each colorway, with its Pantone TCX number or a physical standard, for example Jet Black 19-0303 TCX.
Bulk standard	
Physical standards, if not Pantone	List any swatch or sample you send as the color standard.
Approved lab dip, colorway 1, 2 and 3	The approved lab dip that is the bulk standard for each colorway, with its reference and approval date.

Page 7: Artwork and labels

Draw each label to scale on the flat sketches page, or attach the label artwork.

Artwork	
Artwork	A name for each print or embroidery, for example chest logo.
Method	Screen print, heat transfer, embroidery or another method.
Artwork file	The file name of the vector artwork at print size.
Placement	Where it sits, measured from a fixed point such as the high point shoulder (HPS).
Artwork size	The artwork width and height for each garment size.
Colors	The ink or thread colors, with Pantone numbers.
Labels	
Label	Each label and tag: main label, size label, care label, hangtag.
Size	The finished size of the label.
Material and method	For example woven, printed satin or heat transfer.
Exact text	The exact words on the label, as they must appear.
Position on the garment	Where the label is attached. On a garment with a neck, the country of origin goes at the inside center of the neck.

Field	What to write
Notes	Anything else, such as fold type or thread color.
US label content	
Fiber content	Fibers by generic name and percent, for example 100% Cotton.
Country of origin	For example Made in Vietnam.
Company name or RN number	The maker's or seller's company name, or its RN number.
Care instructions	The washing and drying instructions for the permanent care label.

Page 8: Packaging

Fold method	How the garment is folded, with the folded size.
Polybag size	The bag size and type.
Polybag warning text	The suffocation warning printed on the bag, word for word.
Size sticker	What the size sticker says and where it goes on the bag.
Carton size and board	The outside size of the carton, the wall type and the burst or ECT rating.
Units and size ratio per carton	
Colorway or pack	One row for each colorway or pack type.
Size columns	The number of pieces of each size in one carton. In Excel the size names come from the measurement page.
Units per carton	Calculated: the pieces of every size added up.
Carton marks	
Main mark	The lines printed on two opposite faces of the carton: consignee code, PO number, destination, carton number and country of origin.
Side mark	The lines printed on the other two faces: item number, quantity per carton, gross weight, net weight and carton size.
Case barcode and logistic labels	The case barcode (GTIN-14) for each carton type, and who applies the SSCC labels.
Handling symbols and what not to print	Only the handling symbols that apply, and a note to leave the factory's name, address and logo off the carton.

Page 9: Testing and comments

Testing	
Test	What the bulk must pass, for example dimensional change after home laundering.
Method	The test method, for example AATCC TM150.
Requirement	The result that counts as a pass.
Lab and timing	Which lab runs the test and when the report is due.
Sample comments	
Date	The date you reviewed the sample.
Sample round	Which sample it is, for example first fit sample or pre-production sample.
Point of measure	The code and name from the measurement page, for example B body length.
Spec	The value on the chart for the sample size.
Measured	What the sample measures.
Difference	Calculated: measured minus spec.
Tol. +/-	The tolerance for this point.
Within tolerance	Calculated: Yes when the difference is inside the tolerance, No when it is not.
Comment and fix agreed	Your comment and the fix agreed with the factory, for example shorten by 0.75.