

Tech Pack Preparation Checklist

A section-by-section checklist for preparing a tech pack before clothing production. Work through each section and confirm every item with your manufacturer before sampling begins. This checklist is a general industry reference — fields may need adjustment for your specific product type or market.

1. Product Overview

	Item	What to include / confirm
☐	Style name / code	Unique identifier for this style across all documents
☐	Season / collection	Which drop or season this style belongs to
☐	Product category	E.g. men's crew-neck tee, 5-pocket jean
☐	Target customer / market	Helps confirm labelling and compliance requirements
☐	Brief description	1–2 sentences describing the garment

2. Technical Drawing / Reference

	Item	What to include / confirm
☐	Front and back flat sketch	Clear line drawing with all visible construction details
☐	Detail callouts	Close-up sketches for pockets, cuffs, plackets, any special feature
☐	Colourway variations	Separate sketch or marked-up image per colourway if placement changes
☐	Scale / ratio notes	Any measurement ratios the factory should know

3. Measurements / Size Spec

	Item	What to include / confirm
☐	Points of measure (POM) list	Each measurement labelled with a POM number
☐	Measurement method	How each POM is measured (e.g. half chest, flat, 1 cm below armhole)

	Item	What to include / confirm
☐	Tolerance for each POM	Acceptable variance (e.g. ± 0.5 cm)
☐	Size range	All sizes in the size run
☐	Grade rules	Increment between sizes for each POM
☐	Sample size	Which size the sample should be made in

4. Fabric

	Item	What to include / confirm
☐	Composition	Fibre content percentages (e.g. 100% cotton, 98/2 cotton/elastane)
☐	Fabric structure	Knit or woven, specific construction if known
☐	Fabric weight reference	GSM or oz/yd ² if already confirmed
☐	Mill / quality reference	Fabric code or name if a specific source is required
☐	Finish requirements	Enzyme wash, sanforized, brush finish, etc.

5. GSM / Weight

	Item	What to include / confirm
☐	Target GSM	Finished fabric weight target
☐	Tolerance range	Acceptable variance above and below target
☐	Finished vs raw weight	Specify whether the target is measured before or after finishing/washing

6. Color / Pantone

	Item	What to include / confirm
☐	Pantone code(s)	TPG (paper) or TPX (textile) reference for each colour

	Item	What to include / confirm
☐	Colorways per style	List each colourway with its code or name
☐	Lab-dip requirement	How many lab-dip rounds, which colours need approval first
☐	Colour matching standard	Light source for approval (e.g. D65, TL84)

7. Trims

	Item	What to include / confirm
☐	Buttons	Size (Lignes), material, colour, placement
☐	Zippers	Brand/type if specified, length, colour, puller style
☐	Drawcords / ties	Material, width, length, tip type
☐	Rivets / studs	Placement, finish, brand if specified
☐	Elastic / ribbing	Width, content, stretch specification
☐	Interlining / fusing	Type, placement, weight if specified

8. Labels

	Item	What to include / confirm
☐	Main label	Size, material, folding method, stitch placement
☐	Care label	Care symbols and/or text, fibre content disclosure, country of origin — confirm compliance with the destination market's labelling requirements
☐	Size label	Size designation, placement
☐	Additional labels	Hang tags, brand patches, compliance labels as required

9. Artwork

	Item	What to include / confirm
☐	Placement	Position on the garment (measurements from reference points)
☐	Dimensions	Width × height of each artwork element
☐	File format	Vector (AI, PDF, EPS) preferred; raster minimum resolution noted
☐	Colour separation	Number of colours per print if screen printing is planned

10. Printing / Embroidery

	Item	What to include / confirm
☐	Method	Screen print, DTG, DTF, heat transfer, embroidery, etc.
☐	Size / placement	Dimensions and position on the garment
☐	Colour specification	Pantone or thread code for each colour in the design
☐	Hand-feel expectation	Soft-hand, raised (puff), flat, etc.
☐	Wash-fastness expectation	Confirm what testing (if any) the buyer requires

11. Construction

	Item	What to include / confirm
☐	Seam types	Referenced by ISO 4916 or described (e.g. French seam, flatlock, overlock)
☐	Construction notes	Any special construction: bartacks, reinforcement, top-placket details
☐	Assembly sequence notes	If order of operations affects the finished garment

12. Stitching

	Item	What to include / confirm
☐	Stitch types	Referenced by ISO 4915 (e.g. 301 lockstitch, 401 chainstitch)
☐	SPI (stitches per inch)	Commonly specified range — confirm with your manufacturer
☐	Thread type / count	Polyester core-spun, spun polyester, etc.
☐	Topstitch specification	Thread weight, needle spacing, stitch length if different from standard

13. Packaging

	Item	What to include / confirm
☐	Fold method	Flat fold, clip hanger, rolled, etc.
☐	Polybag	Material, thickness, size, print/label on bag, ventilation holes if needed
☐	Carton specifications	Carton size, pieces per carton, shipping marks
☐	Hanging vs flat packed	State which method is required
☐	Special packaging	Box, tissue paper, inserts, or brand-specific requirements

14. Sample Requirements

	Item	What to include / confirm
☐	Sample stages required	Proto, fit sample, pre-production sample (PP), sales samples — which apply
☐	What each stage must confirm	Fit, construction, fabric, colour — matched to the sample stage
☐	Quantity per stage	How many pieces per sample round
☐	Sample fabric	Confirm whether sample should use bulk fabric or closest available substitute
☐	Courier account	Who pays for sample shipping

15. Revision / Version Notes

	Item	What to include / confirm
☐	Version number	Increment with each revision (v1.0, v1.1, etc.)
☐	Date of revision	Date the version was issued
☐	Changed sections	Which sections were changed and what was changed
☐	Approved by	Name and date of whoever approved this version
☐	Distribution	Who has received this version (to avoid outdated copies in circulation)

Prepared by **NOVITA** — a menswear OEM manufacturer based in China. For more on the sampling process, see [Clothing Sample Development Process](#).