

CUSTOM CLOTHING RFQ TEMPLATE

A fillable buyer brief for sampling, quotation and production-route review

HOW TO USE THIS TEMPLATE

Complete the confirmed facts first. Mark preferences and open questions separately.
Do not treat a reference image as a complete product specification.
Share view-only links for tech packs and artwork. Do not include payment credentials.

01 Buyer and Project Details

BRAND / COMPANY	CONTACT NAME
WORK EMAIL	WHATSAPP / PHONE
WEBSITE / SOCIAL PROFILE	TARGET SALES MARKET
DELIVERY DESTINATION	TARGET DELIVERY WINDOW
PROJECT STAGE	

Concept / tech pack ready / sampling / repeat order / other

02 Product Categories

☐ T-shirt	☐ Hoodie	☐ Shorts
☐ Joggers / sweatpants	☐ Tracksuit / set	☐ Other

PROJECT SUMMARY AND COMMERCIAL OBJECTIVE

PRODUCT SPECIFICATION

Define measurable product requirements before requesting a comparable quotation

03 Garment Direction

PRODUCT / STYLE NAME	TECH PACK / REFERENCE SHARE LINK
FIT / SILHOUETTE	SIZE RANGE
TARGET FABRIC COMPOSITION	TARGET FINISHED GSM
KNIT / WEAVE / INTERIOR STRUCTURE	STRETCH / RECOVERY REQUIREMENT
COLORS / WASH / FINISH	

04 Construction and Measurement Controls

MEASUREMENT CHART SHARE LINK	REQUIRED TOLERANCES / TEST METHOD
CONSTRUCTION DETAILS	
<i>Seams, rib, zipper, pockets, hood, waistband, raw edges, distressing and reinforcement</i>	
SAMPLE REQUIREMENTS AND APPROVAL PRIORITIES	

ORDER MATRIX AND BRANDING

Show quantity by color and size, then define every decoration and brand component

05 Quantity by Color and Size

COLORWAY	XS	S	M	L	XL	XXL	TOTAL

ORDER MATRIX NOTES

Add more colorways or special size ratios in a separate sheet if required

06 Decoration, Labels and Packaging

DECORATION METHOD

ARTWORK SHARE LINK

Screen print / DTF / embroidery / puff / applique / other

ARTWORK SIZE, PLACEMENT AND COLOR NOTES

MAIN LABEL, SIZE LABEL, CARE LABEL AND HANGTAG

INDIVIDUAL AND CARTON PACKAGING REQUIREMENTS

QUALITY, DELIVERY AND SUBMISSION

Confirm approval evidence, destination requirements and the next commercial decision

07 Quality and Compliance

REQUIRED QUALITY CHECKS AND ACCEPTANCE CRITERIA

TESTING, LABELING OR DESTINATION-MARKET REQUIREMENTS

08 Packing, Shipping and Commercial Scope

SHIPPING DESTINATION

SHIPPING / INCOTERM PREFERENCE

PACKING AND RECEIVING NOTES

OPEN QUOTATION QUESTIONS

09 Files and Decisions Ready to Share

☐ Product reference or tech pack

☐ Measurement chart

☐ Artwork and placement

☐ Quantity by color and size

☐ Label and packaging requirements

☐ Destination and target date

SEND THE COMPLETED RFQ

Email sales@wincomeapparel.com or share the project through wincomeapparel.com/contact.html.

A completed template supports review; final MOQ, quotation and timing still require project-specific confirmation.