

Sportswear tech-pack template

Free to use. Fill in the sections, attach your artwork files and send the pack with your quote request. Grey italic rows are examples from a made-up garment.

1. Cover sheet

Field	Your value	Example (made-up)
Style name		<i>Example training tee</i>
Style number		<i>EX-TEE-001</i>
Season / drop		<i>Spring 2027 (example)</i>
Garment type		<i>Short-sleeve crew-neck training tee, unisex fit</i>
Main fabric		<i>Polyester jersey knit, target 150 GSM (example)</i>
Colourways		<i>A: Navy body, white trim. B: Black body, grey trim</i>
Size run		<i>S, M, L, XL (base size M)</i>
Order quantity		<i>Per colourway and size, set when you request a quote</i>
Decoration		<i>Chest logo, back neck label print (see Artwork)</i>
Tech pack version		<i>v3 (see Revision log)</i>
Prepared by		<i>Brand name / designer name</i>
Date issued		<i>2026-10-02</i>

2. Flat sketches

Front, back and detail flat drawings. Flat means laid out, not on a model. Add callouts for seams, pockets, collars and trims.

Front flat

Back flat

Detail views (neck, hem, sleeve opening)

Callouts
1. Crew neck with 1x1 rib collar, 2 cm wide

3. Bill of materials (BOM)

Every material and trim in one garment. Name fibre content and GSM for fabrics.

[illegible]

4. Measurements and tolerances

Finished garment, cm, laid flat. State the base size. Example values and tolerances are illustrative only: agree real tolerances with your supplier.

[illegible]

5. Construction details

Stitch types, seam finishes, reinforcement, and what must not change between sample and bulk.

[illegible]

6. Labels and packaging

Labels, tags, folding, bagging and cartons.

Item	Content / detail	Placement	Notes
Main label	Brand name and logo	Back neck, centred, 1 cm below collar seam	Printed or woven; supply artwork as vector

7. Artwork and placement

One row per logo or print. Attach artwork as vector files (AI, EPS or PDF).

Location	Artwork	Size (W x H)	Position	Method	Colours
Left chest	Brand logo, vector file attached	8 cm x 3 cm	Centred 7 cm below HPS, 8 cm from centre front	Heat transfer	Single colour, Pantone reference to be added

8. Grading notes (size run)

Name the base size and the grade increment per size step. State the size run and quantity per size.

Point of measure	Grade per size step (cm)	Notes
A Chest width	2.0	Full grade between each size

9. Revision log

Log every change after the first issue and mark the current version.

Rev	Date	By	Change	Status
v1	2026-09-20	Designer	First issue to supplier for quote	Superseded