

TECHPACK CHECKLIST

For Clothing Startups & First-Time Brand Owners

You do **NOT** need fashion education to use this checklist.

Fill in what you know. Leave blank what you don't. A good factory can help refine the rest.

1. BASIC GARMENT INFORMATION

This section helps the factory understand **what you're making**.

- Brand Name:
- Garment Type (T-shirt, Hoodie, Jacket, Leggings, etc.):
- Target Customer (Men / Women / Unisex / Kids):
- Intended Fit (Slim / Regular / Oversized / Relaxed):
- Season (Summer / Winter / All-Season):
- Purpose (Casual / Sports / Streetwear / Workwear / Fashion):

Notes (if any):

Example: "Oversized streetwear hoodie with a premium heavy feel."

2. DESIGN REFERENCES

You don't need technical drawings. References work.

Provide **any of the following**:

- Rough sketch (hand-drawn is fine)
- Reference photos (from brands you like)
- Screenshot or mood board
- Written explanation of design

Upload / Attach:

Front view reference
Back view reference
Close-ups (if available)

Special design notes:

Example: "Dropped shoulders, slightly cropped length."

3. FABRIC DETAILS

Fill what you know. If unsure, write "Factory to suggest."

- Fabric Type (Cotton / Polyester / Fleece / Interlock / Rib / Denim etc.):
- Fabric Composition (e.g. 100% Cotton, 80/20 Cotton-Poly):
- Fabric Weight (GSM) (optional):
- Fabric Feel (Soft / Heavy / Structured / Stretchy):
- Stretch Required? (Yes / No / Slight):

If fabric is not decided yet:

Factory suggestion needed

4. COLOR INFORMATION

List all colors you want for this style.

- Color Name:
- Pantone Code (if available):
- Reference Image (recommended):

Example:

Black (Solid)
Cream Off-White
Washed Grey

5. MEASUREMENTS & SIZING

If you don't have measurements yet, note the **base size**.

- Size Range (XS–XL / S–XXL / Custom):
- Base Size (usually M):
- Size Chart Provided? (Yes / No):

If size chart not available:

- Factory to develop size chart

Fit preference notes:

Example: "Relaxed fit, slightly longer length than standard."

6. PRINTING / EMBELLISHMENTS (IF ANY)

Tick what applies:

- Screen Printing
- Puff Print
- Embroidery
- Heat Press / Vinyl
- Rhinestones
- DTG
- None

For each decoration:

- Placement (Chest / Back / Sleeve):
- Size (in cm or inches):
- Colors Used:
- Reference Image Provided? (Yes / No):

Special notes:

Example: "High-density puff print, soft hand feel."

7. LABELING & BRANDING

- Neck Label Type (Woven / Printed / None):
- Brand Name on Label:
- Size Label Required? (Yes / No):
- Care Label Required? (Yes / No):

Label Placement:

Inside neck / Side seam / Custom

If labels not ready:

Factory guidance required

8. PACKAGING DETAILS

- Individual Polybag? (Yes / No):
- Custom Packaging? (Yes / No):
- Hang Tags Required? (Yes / No):

Packaging notes:

Example: "Basic clear polybag for first order."

9. SAMPLING REQUIREMENTS

- Sample Color:
- Sample Size Required:
- Sample Deadline (if any):

Sample comments:

Example: "Focus on fit and fabric quality."

10. ORDER DETAILS (IF CONFIRMED)

- Estimated Order Quantity:
 - MOQ Accepted? (Yes / No / To discuss):
 - Target Price Range (optional):
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11. SPECIAL INSTRUCTIONS

Use this space for anything important.

Examples:

- “No fabric shine”
 - “Comfort is more important than slim look”
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12. APPROVAL & VERSION CONTROL

- Techpack Version:
 - Date Created:
 - Prepared By:
 - Approved By:
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IMPORTANT NOTE FOR STARTUPS

A techpack does **not** need to be perfect.

A clear techpack is better than a complex one.

This checklist exists to **reduce mistakes**, not create pressure.

If you can explain your idea clearly using this document, you are already ahead of most new brands.