THE F*WORD Reimagine Fashion Workflows

TECHPACK STARTER KIT

From approved design to factory-ready input

Most sampling delays do not start on the factory floor. They start earlier, when an approved design is handed off with just enough information to look complete, but not enough information to remove interpretation. The result is predictable: questions, substitutions, avoidable sample rounds, and time lost in email.

A strong tech pack does one job well. It turns creative intent into operating detail. That means a vendor can read the file, understand what is fixed and what is flexible, and build the first sample without guessing about fit, construction, materials, trims, or placement.

Core principle

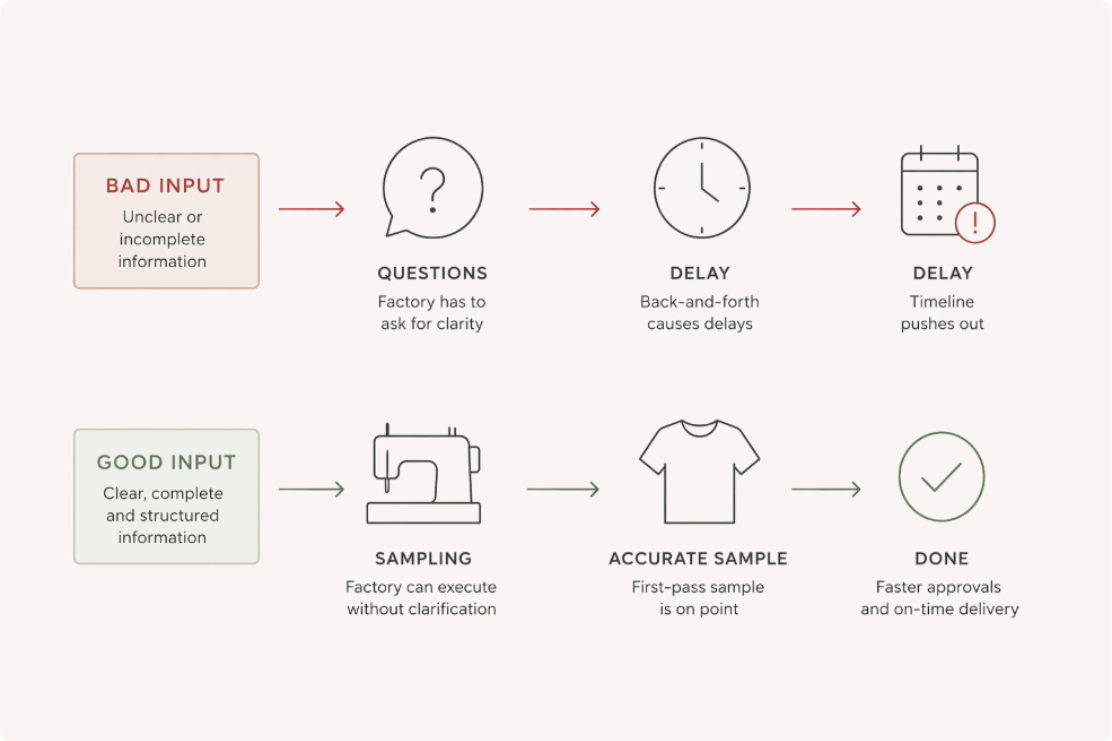
> *A tech pack is not a design summary. It is an execution instruction. If a field is vague, the factory will still move forward. The decision does not disappear, it simply moves downstream to someone else.*

What this playbook is built to help you do

- Resolve the design before documentation begins, so the file reflects decisions instead of unresolved debates.
- Define measurements, construction, materials, and placement with enough specificity that a factory can execute consistently.
- Run a readiness check before sending, so missing inputs are caught by your team instead of by the vendor.
- Reduce the back-and-forth that slows sampling, increases revision count, and weakens confidence in the handoff.

WHY SAMPLING SLOWS DOWN

Most delays are created by missing precision, not by missing effort



A clean handoff starts before the file is sent. When definition is thin, every downstream step carries more friction.

Tech packs often fail in quiet ways. A point of measurement table exists, but tolerance is missing. Construction notes are present, but stitch intent is not explicit. Fabric is named, but the specification is too thin to control the result. On the surface the document looks done. In practice it still leaves room for interpretation.

That gap between 'documented' and 'executable' is where mismatch begins. Once sampling starts, each missing field becomes a full cycle: a clarification email, a revised file, a delayed sample, or a physical output that proves the factory made a different assumption.

What usually goes wrong

- Measurements are listed without reference size, tolerance, or grading logic.
- Construction details mention seams and stitches inconsistently, leaving factories to choose standard methods.
- Fabric, trims, artwork, or labels are named without the operating detail needed to source and place them correctly.
- The file mixes fixed requirements with optional preferences, so the vendor cannot tell what must be held constant.

Operational reality

Factories do not stop because your file is incomplete. They proceed with the information they have. The cost of vagueness is not only delay, it is rework, sample drift, and lower confidence in every future handoff.

WHAT A FACTORY-READY FILE LOOKS LIKE

The goal is not more pages, it is less interpretation

A tech pack becomes useful when it helps a factory build the same product you approved, not a close approximation of it.

A good tech pack does not try to say everything. It says the right things with enough precision that another team can reproduce intent. That means completeness where execution depends on clarity, and restraint where detail does not change the outcome.

The practical test is simple: if a new vendor received this file without a call, could they build a first sample close to expectation? If the answer is no, the pack still contains hidden decisions.

Weak signal	Stronger replacement
“Cotton jersey”	100% cotton jersey, 180 GSM, low stretch, pre-shrunk, bio-washed
“Regular fit”	Reference sample or fit block defined, intended ease noted, measurement method aligned to POM
“Logo on chest”	Artwork version specified, print size noted, placement measured from neckline and center front
“Standard stitching”	Stitch type, seam type, and finish called out where look, durability, or cost are affected

Use this readiness lens before you send

- [ ] Every required field answers a production question, not just a design question.
- [ ] The file distinguishes what is mandatory from what can be substituted or adjusted.
- [ ] Specification choices align with the product’s margin, quality, and intended use.

- [ ] Nothing critical exists only in someone's head, in a Slack thread, or in a comment on a moodboard.

THE SYSTEM

A clean tech pack is a sequence of clarity

Design, specification, validation, handoff, and sampling should tighten definition step by step. Skipping a stage only moves ambiguity downstream.

The most common mistake is treating an approved design as if it were already resolved. Approval usually means the direction is right. It does not always mean the file is ready for translation into measurements, construction logic, component specification, and vendor-facing instructions.

Before documentation begins, the team needs to settle what is fixed, what is still flexible, and what must be held constant to protect look, fit, margin, and manufacturability. That discipline is what turns design approval into production readiness.

Resolve these items before documentation starts

Field	What needs to be explicit
Silhouette and fit	Overall shape, target ease, intended drape, and any non-negotiable fit character
Reference size	Base size used for POM, grading logic, and measurement review
Commercial guardrails	Target cost, complexity limits, and any construction choices that must stay inside margin
Fixed versus flexible elements	What can be substituted, simplified, or localized, and what cannot change without approval

Approved is not resolved

If the team cannot explain the intended fit, construction priorities, and material behavior in clear language, the design is not ready for documentation yet. Sending it forward early only creates a more expensive decision later.

MEASUREMENTS

Define points of measurement the way a factory will actually read them

Measurement clarity is one of the fastest ways to reduce unnecessary sampling rounds. A table alone is not enough. The vendor needs to know the reference size, where each point is taken, the acceptable tolerance, and how the grade moves across the size range.

When those pieces are missing, factories still proceed. They apply their default rules, compare to internal standards, or infer intent from the sketch. That may be reasonable from their side, but it weakens control on yours.

Every key measurement should answer four questions

- What point is being measured, and from exactly where?
- What is the target value in the reference size?
- What tolerance is acceptable before the sample is considered off?
- How does that point grade across the size range?

Point of Measurement	Method	Tol.	XS	S	M	L	XL
Chest Width	1" below armhole, laid flat	±0.8 cm	46	48	50	52	54
Body Length	HPS to bottom hem	±1.0 cm	66	68	70	72	74
Shoulder Width	Shoulder point to shoulder point	±0.5 cm	40	42	44	46	48
Sleeve Length	Shoulder seam to sleeve opening	±0.5 cm	18	19	20	21	22
Neck Opening	Inside seam measurement	±0.3 cm	17.2	17.8	18.4	19.0	19.6

Measurement validation checklist

- [ ] Reference size is clearly identified.
- [ ] POM names and methods are consistent with your internal library.
- [ ] Tolerance is defined for all critical fit points.
- [ ] Grade rule is intentional, not copied forward without review.
- [ ] Any fit risk areas are called out for sample review.

CONSTRUCTION AND MATERIALS

Specify what affects look, durability, cost, and reproducibility

Construction notes should not try to teach the factory how to sew a garment from zero. They should remove guesswork where the method changes the product. Seams, stitches, allowances, reinforcement, finishing, and special handling all matter when they influence appearance, performance, or margin.

Material direction works the same way. Naming the fabric category is not enough. A vendor needs the specific attributes that shape sourcing, sample behavior, and production consistency: composition, weight, stretch, finish, and any performance expectations that cannot drift.

Construction specification

Section	Requirement	Why it matters
Side seams	4-thread overlock, 1 cm seam allowance	Controls seam strength and internal finish
Bottom hem	Twin-needle cover stitch, 2.5 cm turn-back	Affects look, durability, and hem behavior
Neck	2x2 rib collar, clean join, topstitch as shown	Defines neckline recovery and appearance
Shoulder	Reinforced shoulder seam with tape	Improves stability in wear and wash

Material specification

Component	Description
Main fabric	100% cotton jersey, 180 GSM, low stretch, pre-shrunk, bio-washed
Rib	95/5 cotton elastane rib, matched to body color and recovery target
Print base	Compatible with artwork process, no visible strike-through on dark grounds
Color standard	Lab dip to brand approval, maintain consistency across colorways
Care and compliance	Label content, country of origin, and care instruction requirements attached

VALIDATION BEFORE SEND

Visual completeness is not the same as factory readiness

Teams often stop when the document looks full. That is not the right standard. Readiness should be judged by whether the vendor can execute the product with minimal clarification. A short pre-send review catches more value than a long trail of post-send emails.

Pre-send validation checklist

Check	Status	What to confirm
Style header complete	☐	Style name, season, colorways, size range, revision level, owner
Measurements complete	☐	Reference size, POM method, tolerance, grade rule
Construction defined	☐	Seam/stitch details where they affect output
Materials specified	☐	Composition, GSM, finish, trim, label, artwork inputs
Placement complete	☐	Artwork version, dimensions, and placement coordinates
Revision log updated	☐	Vendor sees the latest approved instruction set

Additional details that complete a pack

BOM item	Quantity	Notes
Main fabric	1.2 m	180 GSM body fabric
Neck rib	0.2 m	Match approved body colorway
Woven label	1 pc	Back neck, folded finish

Placement	Method	Position	Size / offset
Chest logo	Screen print	Left chest	5 cm width, 7 cm below neckline
Back graphic	Screen print	Centered	28 cm width, centered to CB

Version	Date	Change	Status
V1	Jan 10	Initial issue	Sent
V2	Jan 15	Sleeve update and revised placement	Approved for sample

RISK DETECTION AND HANDOFF

Catch the missing fields before the factory does

A strong handoff is designed to remove avoidable questions. That does not mean a vendor will never need clarification. It means the pack should already answer the predictable questions that otherwise create rework, slip timelines, or produce an off-target first sample.

Common gaps and what they cost

Missing field	What happens at factory	Impact	How to prevent it
POM unclear	Fit is inferred or compared to house standard	Sample rejected or fit review restarts	Define measurement method, tolerance, and reference size
Stitch detail missing	Vendor uses standard method	Construction mismatch and rework	Call out stitch and seam type where output changes
Fabric direction vague	Substitution or sourcing delay	Timeline slip and inconsistent handfeel	Specify GSM, composition, finish, and approved options
Trim or label absent	Vendor pauses or sources from assumption	Delay, wrong branding, or compliance miss	Include BOM and labeling requirements
Artwork placement incomplete	Position estimated from sketch	Off-brand sample and extra revision round	Provide dimensions and offsets from clear anchors

Questions a factory should not have to ask

- [ ] Which version of the artwork is final?
- [ ] What tolerance is acceptable on the chest and body length?
- [ ] Can the collar construction be simplified, or is the finish non-negotiable?
- [ ] Is this fabric weight a target or a hard requirement?
- [ ] Are trims approved, or should equivalents be sourced locally?

Handoff rule

At this stage the goal is straightforward: no reinterpretation, no re-decisions, only execution. The cleaner the instruction set, the closer the first sample gets to the product you intended to build.

FINAL CHECK

Use this page as the last gate before the file leaves your team

This final page is meant to be practical. Print it, duplicate it, or drop it into your internal workflow. If even one critical box stays open, expect the cost to show up later in sampling speed, sample quality, or vendor confidence.

Factory-ready tech pack checklist

- [ ] The approved design has been resolved into a clear silhouette, fit intent, and production direction.
- [ ] Style header fields are complete and the latest revision is visible.
- [ ] All critical POMs include method, value, tolerance, and grade rule.
- [ ] Construction instructions cover the seams, stitches, finishes, and reinforcements that affect output.
- [ ] Fabric, trims, labels, packaging, and artwork requirements are fully specified.
- [ ] Placement details include scale, coordinates, and the approved artwork version.
- [ ] A BOM and revision log are included.
- [ ] The file has been reviewed by the owner who would be accountable for a bad first sample.

A better working standard

The best tech packs do not eliminate every question. They eliminate the avoidable ones. That distinction matters. When your team sends a file that is specific, internally consistent, and commercially grounded, factories spend less time translating and more time executing. That is how you shorten cycles without simply pushing harder on vendors.

Run the workfow

Resolve the design, specify the product, validate the file, then hand it off. Better input is what improves the first sample.

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