# Clothing sample brief

Use one current brief per style. Record confirmed requirements and mark unresolved details TBC.

**BRAND / PROJECT**

**STYLE CODE / NAME**

**SAMPLE SIZE / ROUND**

**BRIEF VERSION / DATE**

**SAMPLE PURPOSE**

[ ] Fit [ ] Material [ ] Decoration [ ] Construction [ ] Pre-production

| | |
|---|---|
| Reference files | List front/back drawings, reference photos and tech pack filenames. State which detail each reference defines. |
| Fit & measurements | Record the sample size, units, measuring method and required tolerances. Identify flat widths or circumferences. |
| Fabric & finish | Record composition, GSM, colour and finish where known. Identify final materials and any sample substitutes. |
| Artwork & trims | List files, finished artwork dimensions, placement points, colours, labels and trims. Identify permissions needed. |
| Order & delivery brief | List proposed quantities by style, colour and size, destination, target delivery window and open quotation questions. |
| Open decisions | What must this sample resolve? Who needs to confirm each open material, fit, decoration or cost decision? |

Before sampling: confirm the development scope, sample charge, included revisions and expected timing in the quotation.

# Sample review & approval

Compare the physical sample with the dated brief. Keep the reference, photographs and revision notes together.

**STYLE CODE / SAMPLE SIZE**

**SAMPLE ROUND / REVIEW DATE**

**BRIEF VERSION REVIEWED**

**REVIEWER**

## REVIEW RECORD

Use Approved, Revise or TBC. Write measurable changes; specify the location, units and reference file.

| Review point | Requirement / result | Requested change / file | Status |
|---|---|---|---|
| Measurements | | | |
| Fit & movement | | | |
| Fabric / colour | | | |
| Construction | | | |
| Artwork / placement | | | |
| Labels / trims | | | |
| Agreed checks | | | |
| Other / open issue | | | |

## KEEP THE APPROVAL TRACEABLE

[ ] Review measurements using the agreed method and tolerances.

[ ] Identify final materials, substitutions and any checks still outstanding.

[ ] Retain the approved physical sample, brief version and artwork files.

[ ] Record how further revisions affect cost and timing before proceeding.

**SAMPLE DECISION**

[ ] Approved [ ] Revise [ ] Hold - open decisions

**APPROVED BY / DATE**

**CURRENT SPECIFICATION VERSION**

Sample approval records the agreed reference. Confirm final order quantities, materials, packaging, quotation and authorisation separately before bulk production.