BUYER BRIEFING TOOL

Custom Teamwear RFQ Checklist

Prepare a clearer request for quotation across products, materials, artwork, approvals and commercial scope.

DESIGNED FOR	WORKING OUTCOME
Brands, distributors, clubs and procurement teams	**A quotation brief that keeps unknowns visible instead of guessing.**

USE THIS BEFORE THE QUOTATION

The file organises decisions. It does not confirm price, minimum quantity, availability, sample route, production timing, freight or any technical performance claim.

kitoem.com/resources/custom-teamwear-rfq-checklist/

Project and product scope

Project

- ■ OEM specification / ODM idea / discuss first
- ■ Buyer and organisation
- ■ Sport, wearer and intended use
- ■ Destination and required arrival date

Products

- ■ Each garment as a separate line
- ■ Estimated quantity for each product
- ■ Adult / youth wearer group
- ■ Separate top and bottom quantities

Material

- ■ Composition
- ■ Nominal weight in g/m²
- ■ Knit / woven and visible structure
- ■ Colour, finish and required evidence

Artwork

- ■ Vector logo or available reference
- ■ Physical size and placement
- ■ Names, numbers and controlled roster
- ■ Colour references and preferred method

Approval and commercial scope

Sample and approval

- ■ Required sample route
- ■ What the sample must approve
- ■ Revision responsibility
- ■ Final specification approval owner

Labels and packing

- ■ Main, care and size labels
- ■ Individual packing and identification
- ■ Team, player or carton grouping
- ■ Barcode or channel requirements

Commercial scope

- ■ Sample fee
- ■ Bulk price and quantity basis
- ■ Freight scope
- ■ Taxes and duties responsibility
- ■ Payment and approval conditions
- ■ Production timing and start condition

Do not assume inclusion

Sample, bulk, freight, tax, MOQ, timing, certification and stock should be recorded separately in the written quotation.