

1. CUSTOMER & PROJECT DETAILS

Company / Customer Name

Contact Person

Email Address

Phone / WhatsApp

Brand / Label Name

Tech Pack Date

Style Name

Reference / Style Code

Target Market / Customer Type

Required Season / Delivery Window

2. PRODUCT OVERVIEW

Category (e.g. Chelsea, Chukka, Dress, Sneaker)

Target FOB Intended Price Point / Target FOB

Short Product Description

3. DESIGN & CONSTRUCTION REQUIREMENTS

Upper / Silhouette / Construction Notes

Closure Type

Toe Shape

Outsole Type

Special Features

4. QUICK OPTIONS

Leather upper

Suede upper

Back pull tab

Lace-up

Inside zip

Elastic gusset

Cushioned sock

Custom branding

REFERENCE IMAGE 1

Large customer picture / sketch / marked-up reference area
Add image after download or print and attach manually

REFERENCE IMAGE 2

Large customer picture / sketch / marked-up reference area
Add image after download or print and attach manually

5. DESIGN NOTES FOR REFERENCE IMAGES

Customer Design Notes / Key Comments

6. COLOURWAY, MATERIALS & BRANDING

Upper Material / Leather Type

Linings Material

Outsole Material / Finish

Footbed / Sock Details

Main Colourway Details

Branding / Logo Placement

7. SIZING & FIT

Size Range Required

Fit Comments / Last Preference

Special Sizing Notes

8. PACKAGING & LABELLING

Box Requirements / Packing Notes

Label / Barcode / Swing Tag Instructions

9. DEVELOPMENT TIMELINE

Target Sample Date

Target Production Date

Additional Timing Notes

10. APPROVAL / SIGN-OFF

Customer Name

Approval Date

Final Comments / Internal Notes