Pre-production checklist

01 / CONFIRM THE PRODUCT BASELINE

For brand production leads coordinating the handoff to bulk. Use one checklist per style and order. Confirm each item against a dated record. Keep unresolved items open and assign an owner.

Brand / style / order reference

Owner / review date / revision

01 Approved sample and specification

Identify the sealed / approved sample, tech pack and final revision.

	Evidence / revision / owner / due date
Open	

02 Measurements and size range

Confirm POM methods, units, tolerances, grading and size breakdown.

	Evidence / revision / owner / due date
Open	

03 Fabric, color and trims

Confirm material references, shade approval and required availability.

	Evidence / revision / owner / due date
Open	

04 Decoration and finishing

Record artwork revisions, placement, approved proofs and wash references.

	Evidence / revision / owner / due date
Open	

05 Labels and packaging

Confirm artwork, content, dimensions, packing breakdown and market requirements.

	Evidence / revision / owner / due date
Open	

Pre-production checklist

02 / CONFIRM THE ORDER HANDOFF

06 Quantities and order documents

Confirm units by style / color / size and current order or quotation reference.

	Evidence / revision / owner / due date
Open	

07 Commercial and timing conditions

Confirm agreed payment arrangements, material readiness and schedule start conditions.

	Evidence / revision / owner / due date
Open	

08 Quality and inspection criteria

Record accepted references, checks, tolerances and any agreed testing.

	Evidence / revision / owner / due date
Open	

09 Dispatch and delivery instructions

Confirm destination, contact, pack-out, carton marks and shipping arrangements.

	Evidence / revision / owner / due date
Open	

10 Release decision and open actions

Unresolved item / action owner / due date / impact on production start

Brand approver / dated record reference

Factory confirmation / dated record ref.

Only mark an item Confirmed after agreement. Not applicable needs a reason in its record. This checklist is a coordination aid; production release and order terms must be agreed separately.