BUYER WORKBOOK / DEVELOPMENT

Garment Sample Review Workbook

A sample review is most useful when it produces an actionable decision. Record what was checked, the reference used and the exact change required. Separate a fit correction from a material decision or a styling preference. Consolidated comments reduce ambiguity and give the next sample a clear purpose; they do not replace the agreed approval process for production.

01

Identify the sample

Record style, sample round, size, material reference and date received. Confirm which technical-pack revision the sample was intended to follow.

02

Review against the brief

Measure the agreed points using the stated method. Review fit on the intended reference body or form, then check construction and appearance separately.

03

Write actionable comments

Use one comment number per issue. State the location, observed condition, requested correction and supporting photo reference; avoid instructions such as make it better.

04

Confirm the next decision

Select revise, approve for the stated purpose or hold pending information. Name the approver and list any conditions; a partial approval must not look like an unconditional bulk release.

Before you proceed

- ☐ Style code, sample round, size and technical-pack revision.
- ☐ Actual measurements beside the current target specification.
- ☐ Fit observations tied to a defined wearer or form.
- ☐ Numbered construction comments and matching photographs.
- ☐ Material, colour and trim approval status recorded separately.
- ☐ One consolidated decision, approver, date and next action.

Use page 2 to record the current project position. This planning aid does not confirm a quotation, production slot or approval; record order-specific decisions with the responsible parties.

PROJECT WORKING SHEET

Review Samples with Clear Decisions

Brand / project:

Owner / revision date:

Sample identity

Style, round, size, date and technical-pack revision.

Measurement review

Point of measure, target, actual, tolerance and method.

Fit observation

Location, observed condition and requested correction.

Construction comment

Issue number, photo reference and required change.

Materials / trims

Approved, temporary or pending; list each unresolved component.

Decision / next action

Revise / hold / approve for stated purpose; conditions, owner and date.

Keep this sheet with the supporting specification and references. Mark undecided items explicitly and share one consolidated revision. Further reading: yifufashion.com/blog/garment-sampling-costs-and-approvals