BUYER WORKBOOK / SOURCING

Womenswear Quote Comparison Workbook

A lower unit price is only meaningful when the underlying scope is comparable. Match the fabric, construction, quantities and delivery assumptions first. Separate development charges from bulk costs, and identify items that have not been priced. The purpose of a quote comparison is to reveal decisions and gaps before an order is placed, rather than treating an indicative estimate as a confirmed offer.

01

Fix the comparison basis

Use the same style revision, material specification and quantity breakdown for each request. Identify any alternative construction or fabric separately.

02

Separate cost categories

Record unit pricing, sampling or development charges, labels, packaging and any quoted testing or freight items. Keep currency and pricing basis visible.

03

Resolve assumptions

Ask which quantities and approvals the price depends on, how long the quote remains valid and what changes would trigger a new quote.

04

Record the agreed scope

Keep a dated comparison and confirmation of the selected option. Carry unresolved issues into an action list before the order specification is finalised.

Before you proceed

- ☐ Style revision and material specification matched between offers.
- ☐ Quantity by style, colour and size allocation recorded.
- ☐ Currency, unit price and pricing basis visible.
- ☐ Development charges and one-time costs separated from bulk.
- ☐ Labels, packaging, evaluation and delivery inclusions stated.
- ☐ Validity, change conditions and unanswered questions recorded.

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

Compare Quotes on the Same Scope

Brand / project:

Owner / revision date:

Comparison basis

Style revision, specification, quantities and requested delivery point.

Offer A

Currency, unit price, development charges, validity and specification version.

Offer B

Use the same units and categories as Offer A.

Inclusions / exclusions

Labels, packaging, evaluation, freight and other quoted items.

Differences / impact

Alternative materials or construction; effect on product and timing.

Decision / questions

Selected basis, outstanding clarifications, owner and confirmation date.

Keep this sheet with the supporting specification and references. Mark undecided items explicitly and share one consolidated revision. Further reading: yifufashion.com/blog/compare-private-label-clothing-quotes