

STARTUP FASHION®

DEFINE YOUR  
OWN PATH

*TECH PACK  
INSTRUCTIONAL BOOKLET*



# **TECH PACK INSTRUCTIONAL BOOKLET**

**BY STARTUP FASHION**

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## **PLEASE NOTE THE FOLLOWING:**

**\*\*THIS TECH PACK TEMPLATE IS DESIGNED TO FUNCTION UNDER MICROSOFT EXCEL 2013 AND NEWER.  
IT MAY NOT BE COMPATIBLE WITH EARLIER VERSIONS OF EXCEL\*\***

**\*\*THE TECH PACK SAMPLE HAS MINIMAL INFORMATION.  
MORE OR DETAILED INFORMATION MAY BE REQUIRED DEPENDING ON YOUR PROCESS OR THE  
MANUFACTURER YOU ARE WORKING WITH\*\***

**\*\*BOTH BLANK TECH PACK TEMPLATE AND SAMPLE TECH PACK WILL BE REFERENCED IN THE  
FOLLOWING INSTRUCTIONAL GUIDE\*\***

# TECH PACK INSTRUCTIONAL BOOKLET

BY STARTUP FASHION

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## TECH PACK INSTRUCTIONAL BOOKLET

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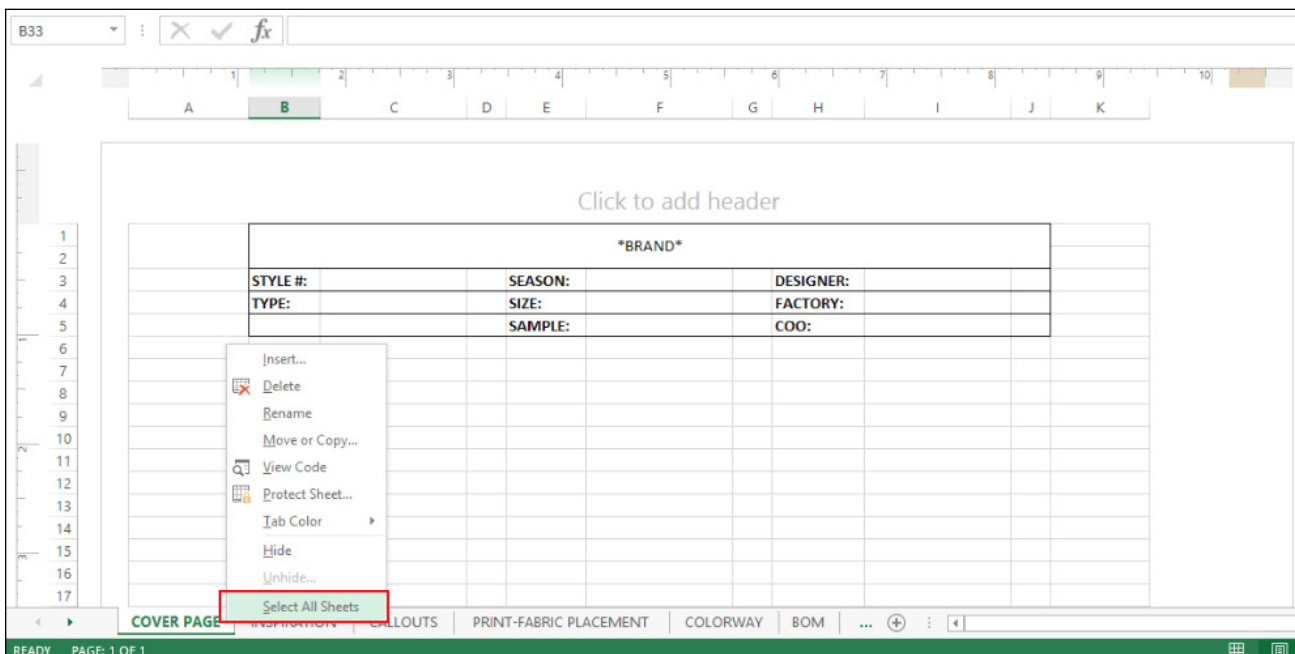
# GENERAL INSTRUCTIONS: HOW TO ADD IMAGES

You will notice a logo and thumbnail sketch at the top of each tech pack Excel tab. The size of these images needs to be very small in order to fit in the space provided. In the example, JPG and PNG file types were used. Below are the file types and dimensions for the logo and thumbnail sketch: Branding Collateral:

- JPG logo image = 73 X 39 pixels
- JPG thumbnail sketch = 107 X 120 pixels
- PNG logo image = 73 X 39 pixels
- PNG thumbnail sketch = 107 X 120 pixels

The images and sketches used in the sample tech pack were produced using Adobe Illustrator; therefore you may need to do several test inputs of your logo and thumbnail sketch. This will ensure the images will fit correctly in the margin space.

The logo image and thumbnail sketch will be inputted into the upper right and left margins of the tab page. To insert the images into the margins, first right click on the COVER PAGE tab name and select the option 'Select All Sheets'. You will notice that all the tab names will become bolded.

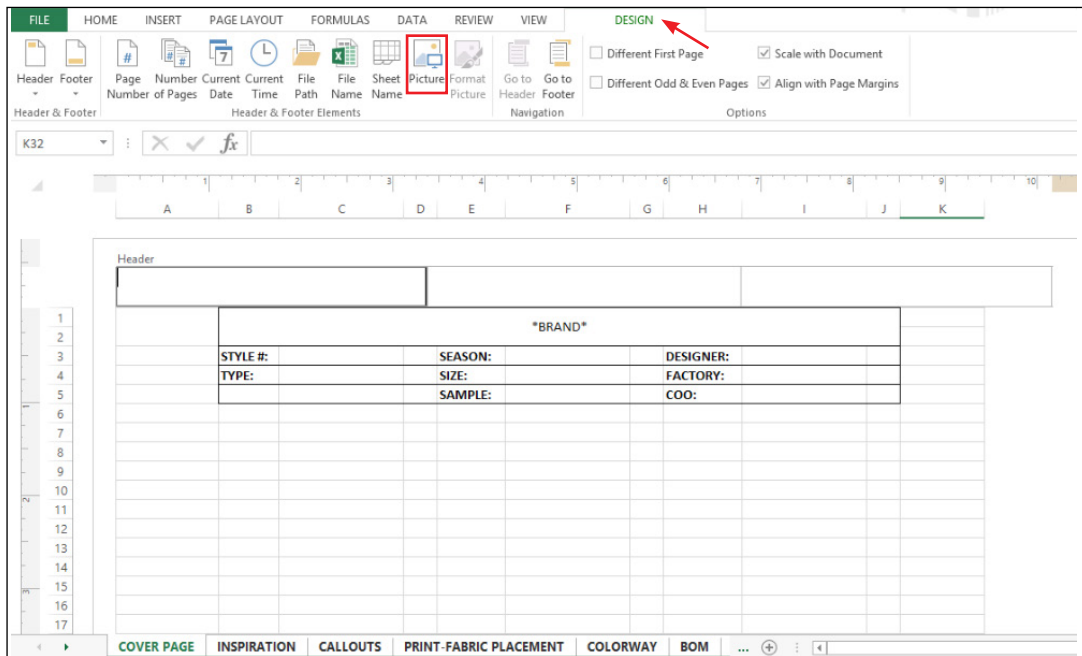




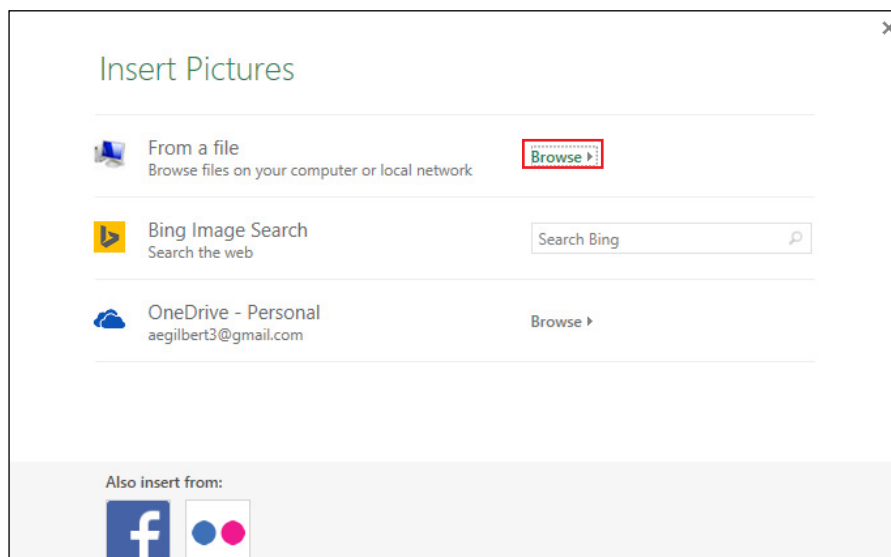
# TECH PACK INSTRUCTIONAL BOOKLET

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Next, click on the DESIGN tab on the menu bar, and select 'Picture' from the middle of the menu bar options.



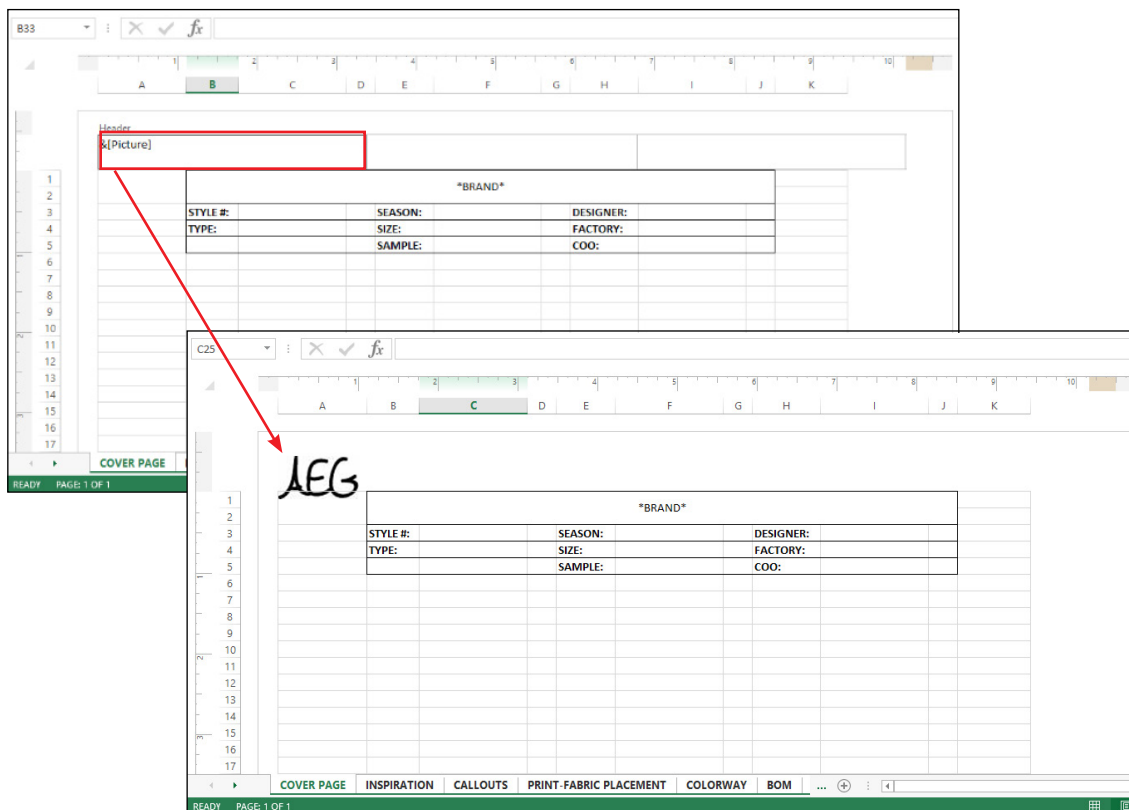
The following box, or a similar box depending on your computer, will appear. Browse for the desired image you want inputted into the tech pack.



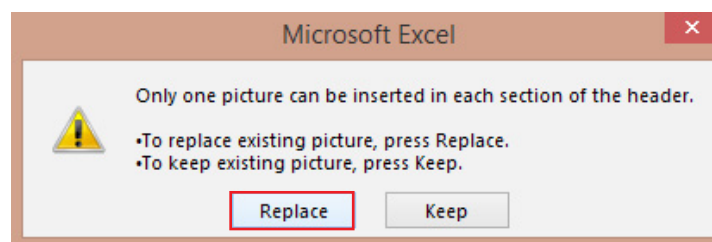
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Once you have selected an image, the upper right header should have &[Picture] in the margin box. Next, simply click into any cell in the worksheet to reveal the image you selected.



If you have already inputted your logo and thumbnail sketch, but need to replace them with a revised version, the steps are very similar to adding the initial image. Right click on the COVER PAGE tab and click 'Select All Sheets'. Click on the DESIGN tab in the menu bar, and select 'Picture'. The following box will appear.

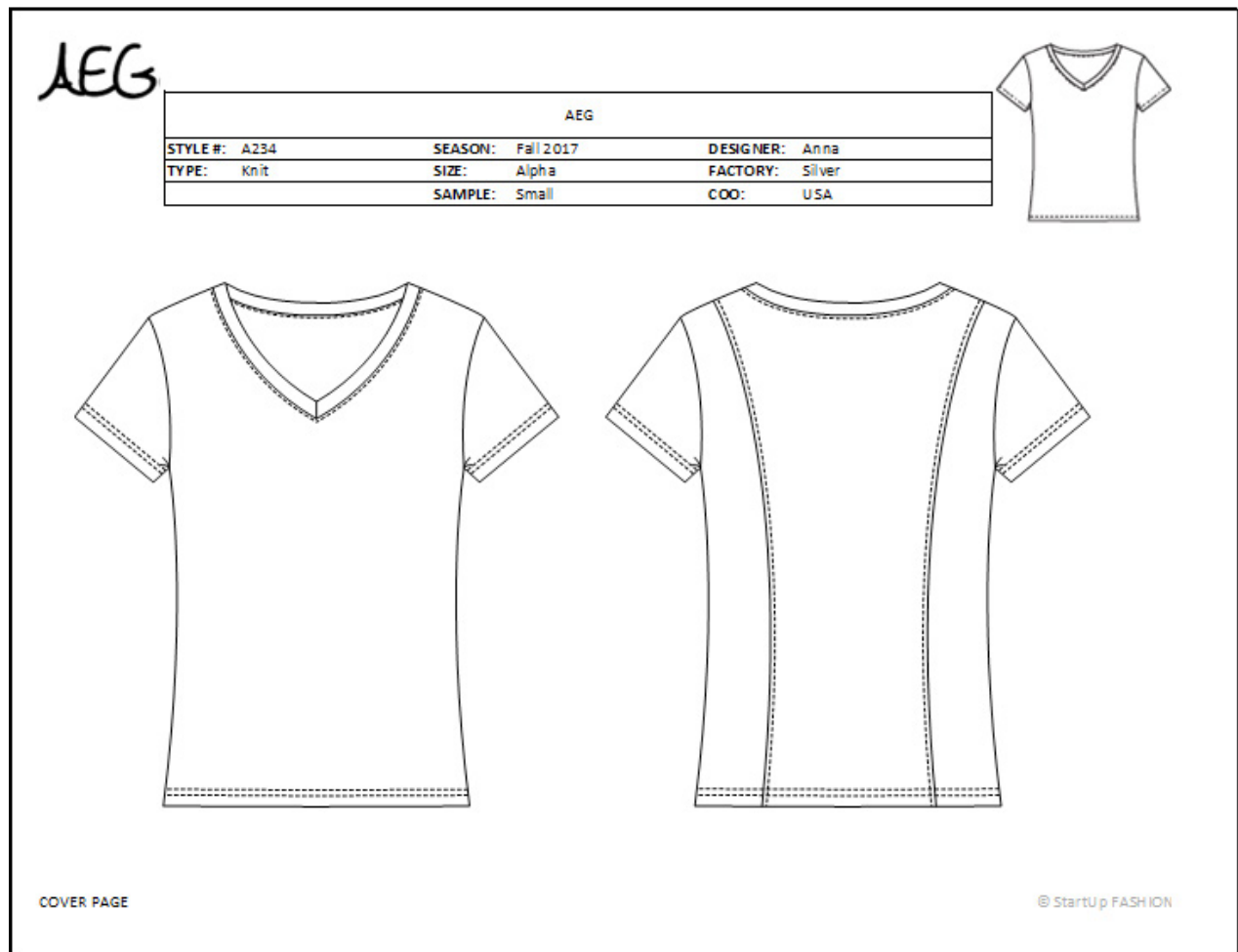


Click 'Replace', and browse and select the new image you want in the document. Click into any cell to reveal the revised image.

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## COVER PAGE



The COVER PAGE houses the basic front and back view of the style. These sketches should have a white or transparent fill, and not contain color or print. The sketches can be computer generated, hand drawn, or photographs. An important concept to be mindful of is to make sure that the image is proportional and clean, meaning they should not be stylized.

# TECH PACK INSTRUCTIONAL BOOKLET

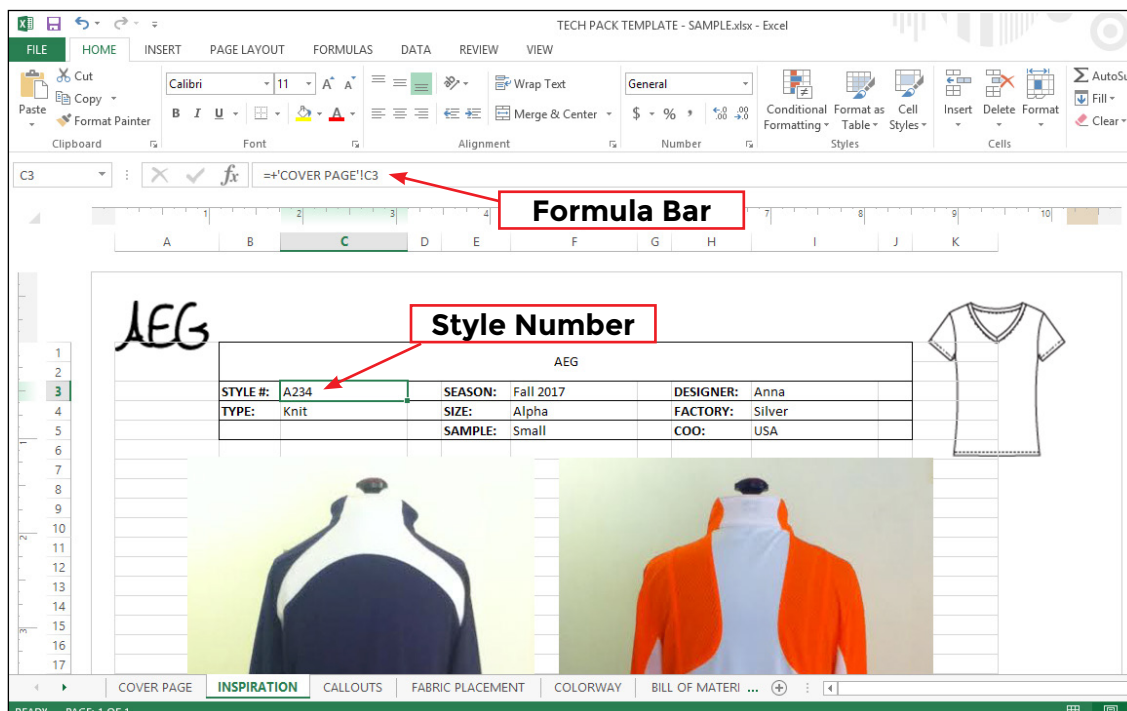
## BY STARTUP FASHION

### INFORMATION GRID

By the area where the logo and thumbnail sketch have been placed you will notice a grid of information. This grid simply contains basic information related to that individual style. It contains the brand name at the top center; as well as the following:

- STYLE #
- SEASON
- DESIGNER
- apparel/handbag TYPE
- SIZE
- FACTORY
- SAMPLE size
- country of origin (COO)

This information is housed in the COVER PAGE, which is then filtered to all other tabs in the tech pack. Therefore if you were to update any information in the top information grid on the COVER PAGE, that same piece of information would automatically change in all tabs. This is completed with a formula. For example, look at the INSPIRATION tab and click on the STYLE # information cell. You will notice in the formula bar `=+'COVER PAGE'!C3` appears.



The basic formula, as denoted in the formula bar above, contains the following information: `=+'Tab you want to pull from'!Cell(s)` you want information from.

This formula allows other tabs to pull information from the 'home' tab. Please make special note of this formula, as it will be used often in the tech pack. Currently all information in the top grid of each tab uses this formula, pulling its information from the COVER PAGE.

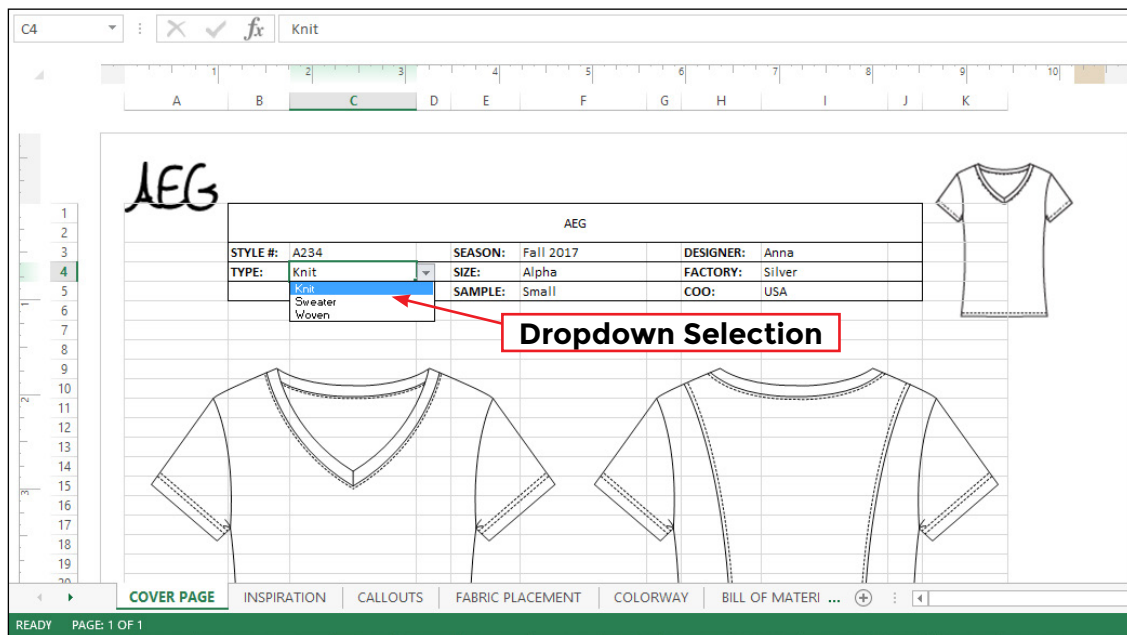


# TECH PACK INSTRUCTIONAL BOOKLET

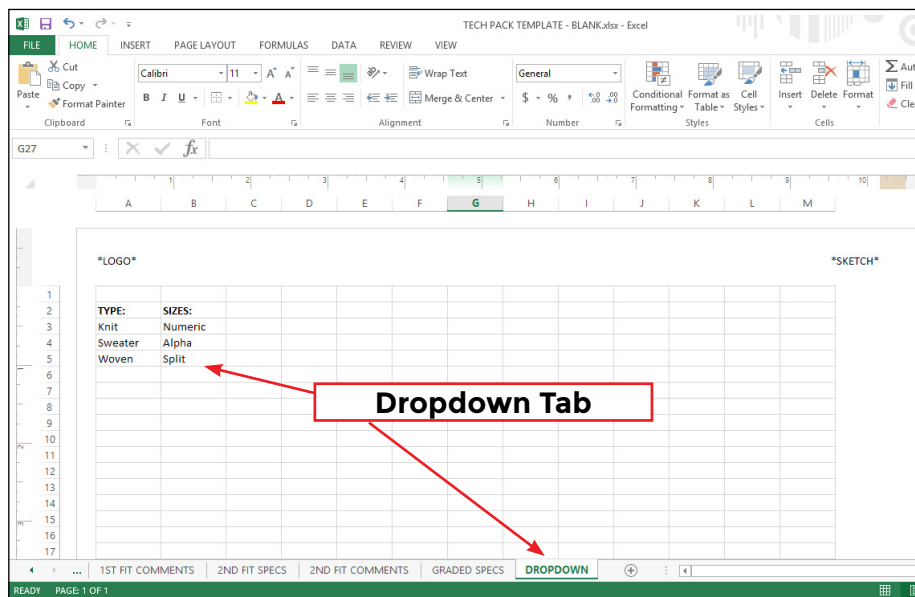
## BY STARTUP FASHION

### CREATING DROPDOWNS

Also, on the COVER PAGE there are DROPDOWN selections for SIZE and TYPE. These help quicken the process of filling out the information grid.



The ability to select from the DROPDOWN is only on the COVER PAGE. The selections themselves live in their own tab. In the sample tech pack this tab is hidden so it does not print out. However, if you go to the blank tech pack, you will notice a DROPDOWN tab at the very end of the list of tabs.

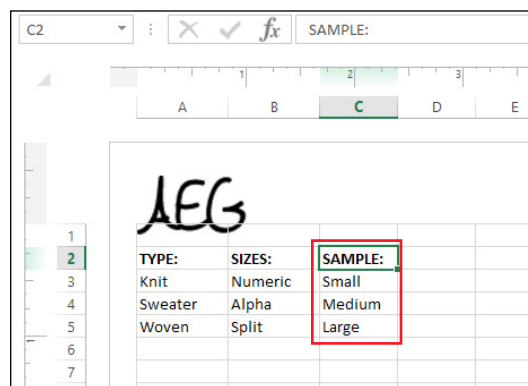


# TECH PACK INSTRUCTIONAL BOOKLET

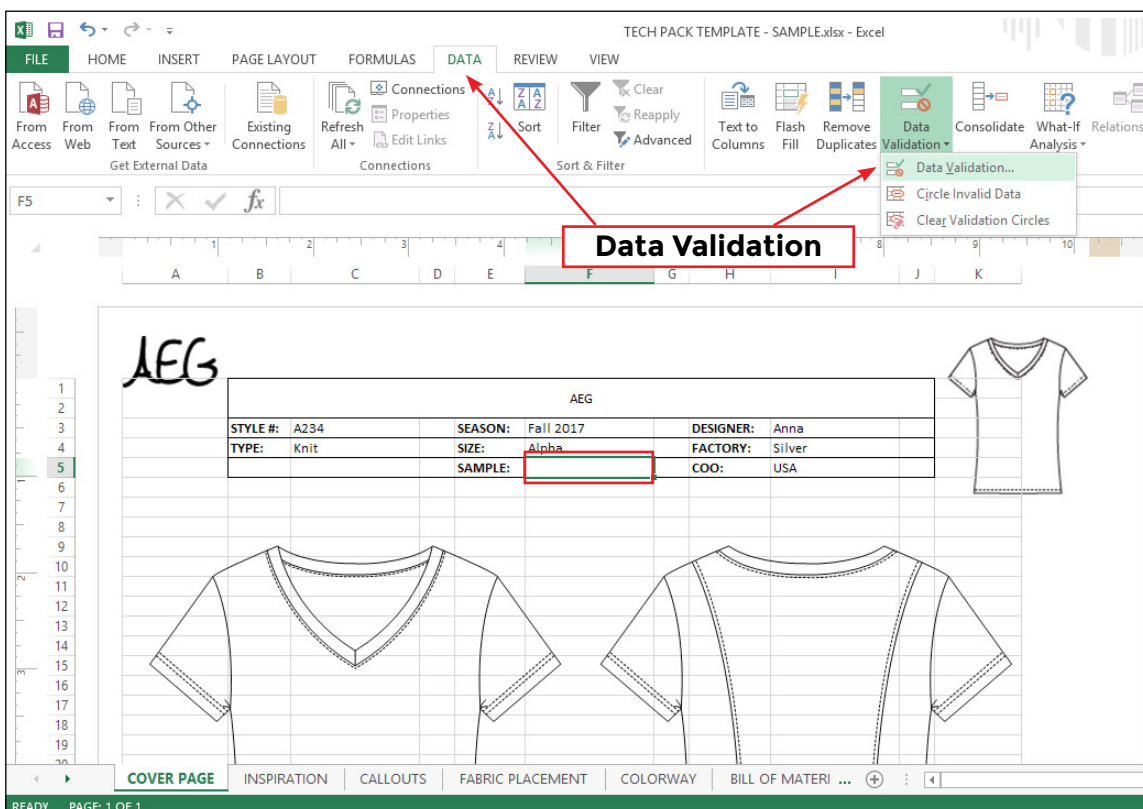
## BY STARTUP FASHION

The following is the process to create and update the dropdowns:

In this example we will be creating a dropdown for the sample information cell. To create a dropdown, first create a list in the unhidden DROPDOWN tab.



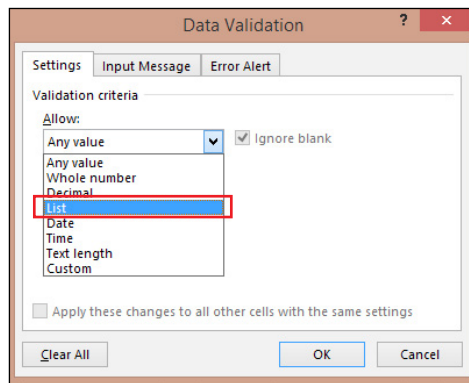
Next, go to the COVER PAGE tab, and select the cell in which you would like the dropdown selection to be. Go to the menu bar DATA tab, and select 'Data Validation', towards to right. Select the first option of 'Data Validation'.



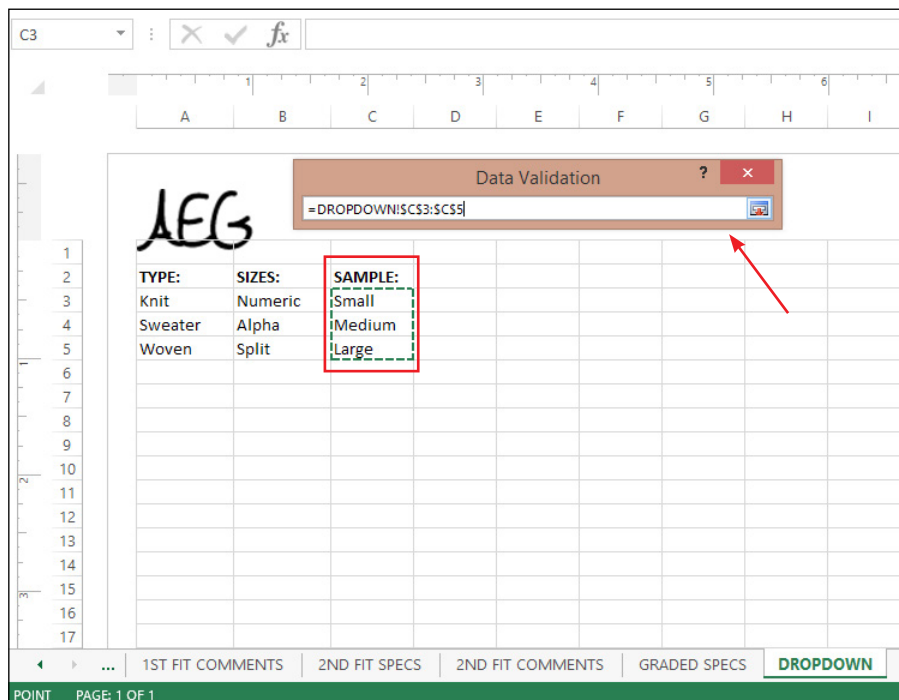
# TECH PACK INSTRUCTIONAL BOOKLET

## BY STARTUP FASHION

The following box will appear, in which you should select 'List' from the first dropdown area. Then click 'OK'.



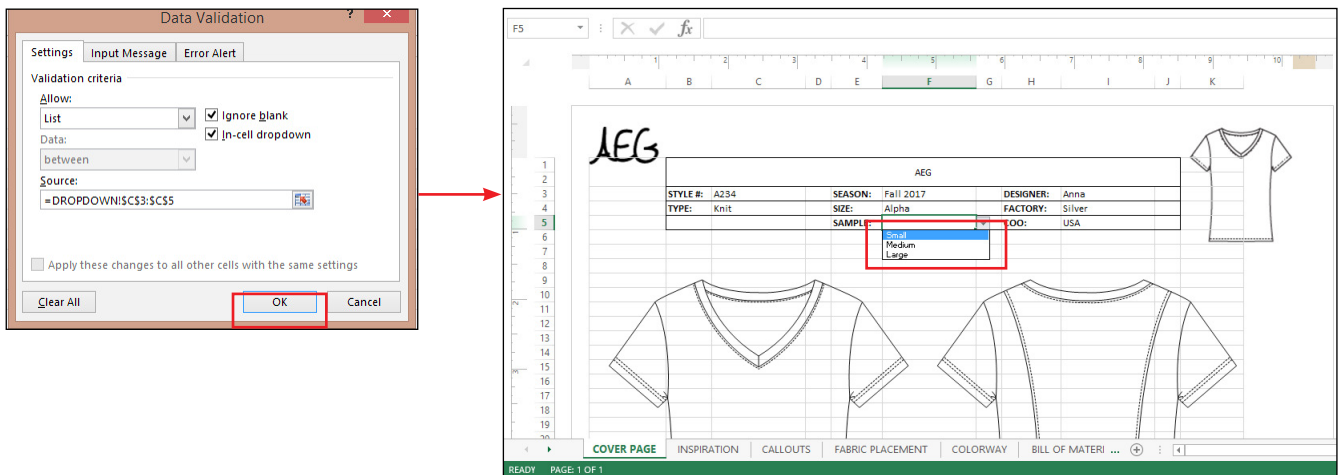
The next box to appear will be asking for a formula for the list you would like in the dropdown. Go to the DROPDOWN tab and select the desired list, in this case Small, Medium, and Large. Once you have selected the correct list and the formula appears in the box, select the grid and arrow symbol at the right end of the box.



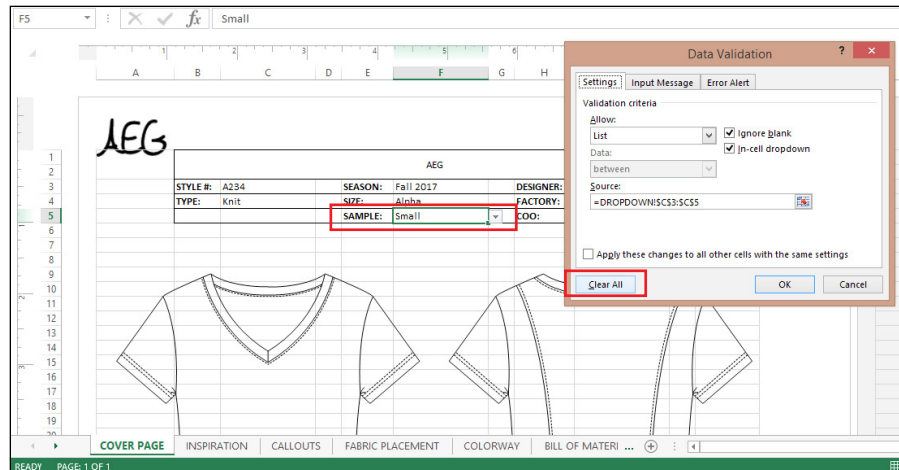
# TECH PACK INSTRUCTIONAL BOOKLET

## BY STARTUP FASHION

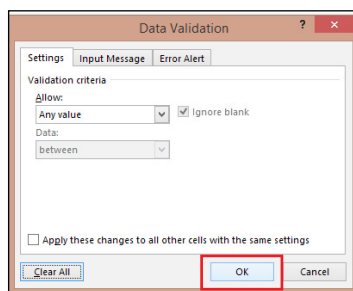
The box that will appear next contains all of the information you have selected up to this point. Simply press 'OK' in this box, and your new dropdown will now be in your COVER PAGE.



In order to delete a dropdown selection, select the dropdown selection cell in the COVER PAGE tab. Go to the menu bar, Data tab and select Data Validation. Select the 'Clear All' button on the bottom left of the box that appears.



You will see the dropdown formula has disappeared. Select 'OK' and the dropdown will be deleted.



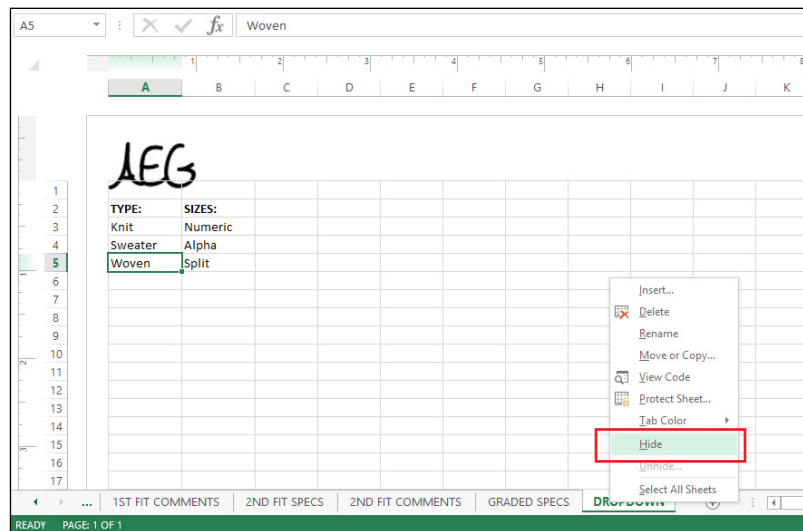
# TECH PACK INSTRUCTIONAL BOOKLET

## BY STARTUP FASHION

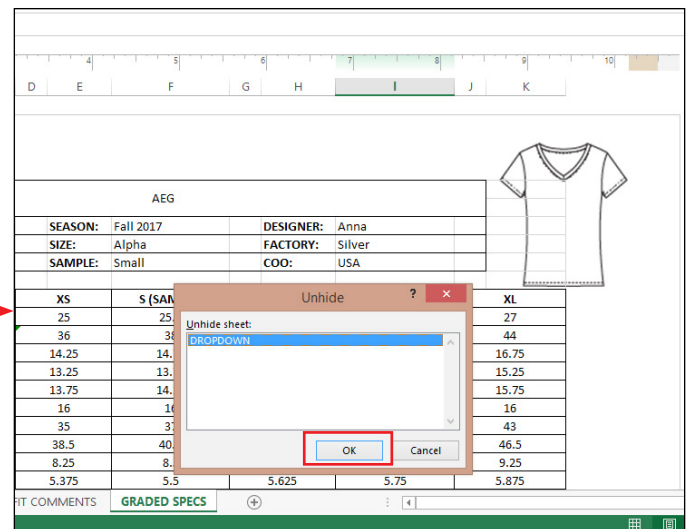
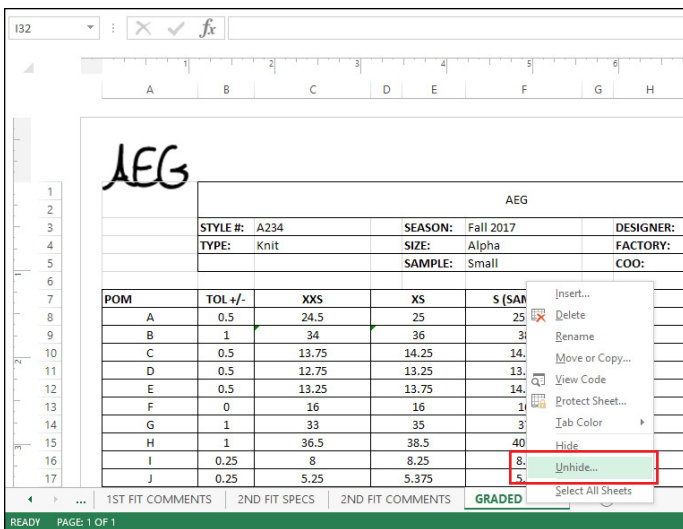
### HIDING DROPDOWN TAB

The instructions mentioned earlier that the DROPPDOWN tab is hidden in the sample tech pack, so it does not print out. Below is how to hide and unhide a tab in Excel.

To hide the DROPPDOWN tab, right click on the tab name. You will see the options below. Select 'Hide', and the tab will no longer be seen.



To unhide the DROPPDOWN tab, right click on any of the tabs at the bottom of the page, and select 'Unhide'. You will see a box asking you to select which tab you want to unhide. Select the desired tab and press 'OK'.





# TECH PACK INSTRUCTIONAL BOOKLET

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## INSPIRATION

**AEG**

AEG		
STYLE #: A234	SEASON: Fall 2017	DESIGNER: Anna
TYPE: Knit	SIZE: Alpha	FACTORY: Silver
	SAMPLE: Small	COO: USA

Notes: Using the idea of the back inset detail, giving the top a sporty feel.





INSPIRATION

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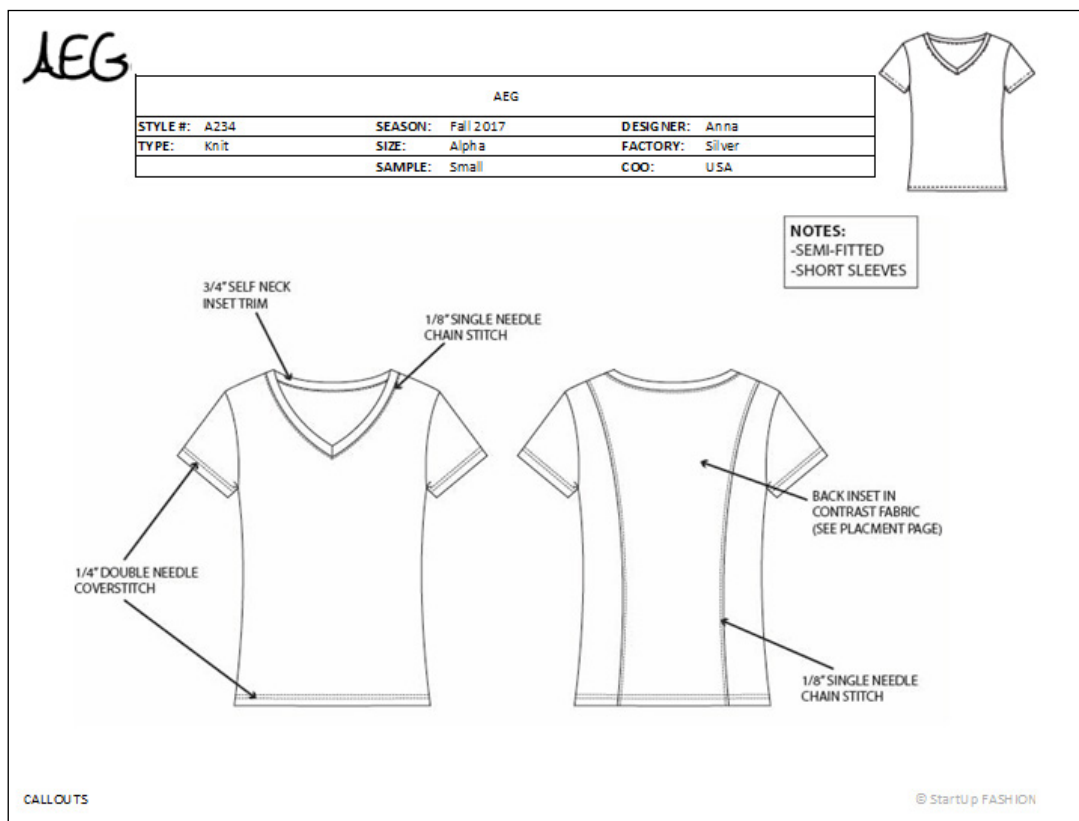
The INSPIRATION page houses any image(s) which helped create the original style. If the factory is to be the source of the pattern, the image(s) may help the factory create the pattern and reach the designer's desired aesthetic. Inspiration images may contain whole garments, as the example above; or detail pictures, such as close up photos of a pocket or collar.

An explanation of why the inspiration image is important may also be needed so the correct aspect of the image is conveyed in the style. A text cell is provided under the information grid for this use. This box can be removed if not needed.

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## CALLOUTS



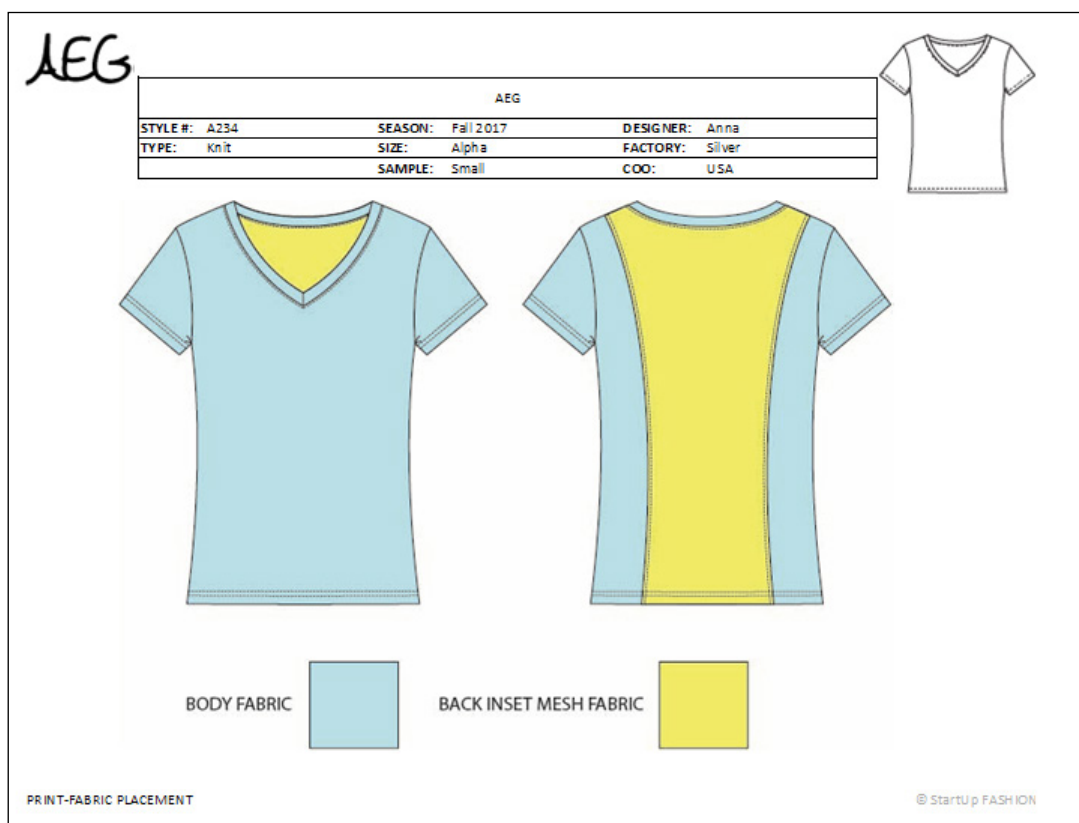
The CALLOUTS page is used to articulate the type of construction and design details that should be used when constructing the garment. Be sure to use arrows to clearly mark what type of construction is to be used where. Also be sure that the factory understands any special phrases or acronyms that may be used to abbreviate words.

Note that the above example also has a box indicating the style should have a semi-fitted fit, as well as short sleeves. It is good to give direction, however, be sure not to crowd the page with too much information. For example, if there is a pocket detail that needs to be explained in more detail, create a second CALLOUTS page in the same CALLOUTS tab so the image can be blown up and details easily identified.

## TECH PACK INSTRUCTIONAL BOOKLET

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# PRINT-FABRIC PLACEMENT



The PRINT-FABRIC PLACEMENT tab, is used to indicate where you would like print and/or fabric. In the example above, this page is used to indicate where the two types of fabric should be used in the design. The front and back sketch of the style is colored in relation to the color key at the bottom of the page. This color key make it very easy to distinguish the desired placement for each type of fabric. Prints could also be used to convey the placement of fabrics; such as one fabric being dots, and one fabric being stripes. Just make sure to clearly label the key. Please note, the colors used in the key are not necessarily the colors that will be the colorways of the actual production finished garments. In this case they are simply used for an easy visual reference of placement.

Indicating where prints are to be located on a style is expressed in the same way; by creating a key and filling in the sections of the sketches with the desired print. The key can simply be filled in with the exact print that is to be used in production. This PRINT-FABRIC PLACEMENT tab may also be helpful in indicating the scale of the print as well as the placement of the print on the body, although a true to size print out may be more effective.


# TECH PACK INSTRUCTIONAL BOOKLET

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## COLORWAY

**AEG**

AEG		
STYLE #: A234	SEASON: Fall 2017	DESIGNER: Anna
TYPE: Knit	SIZE: Alpha	FACTORY: Silver
	SAMPLE: Small	COO: USA



**COLORWAY**

NAME	DESERT PINK		MIDNIGHT BLUE		OLIVE GREEN
NUMBER	16-123		17-456		18-789
SWATCH					

**COLORWAY**

NAME				
NUMBER				
SWATCH				

COLORWAY

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The COLORWAY page identifies the colors which are to be used in the design. The current tab format includes several areas to input color information, and grids can be easily copied and pasted to create more information areas. Each color area contains sections for the color name, color number, and color swatch. The color number may be the pantone color number or an original number. If any other information is needed, simply edit the format so there are more columns in each information area.


The COLORWAY tab may also hold print colorways if the design is not going to be one solid color. A true to size print out with color key may also/or instead be needed to identify each color in the print.

# TECH PACK INSTRUCTIONAL BOOKLET

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## BILL OF MATERIALS

AEG



AEG				
STYLE #: A234	SEASON: Fall 2017	DESIGNER: Anna		
TYPE: Knit	SIZE: Alpha	FACTORY: Silver		
	SAMPLE: Small	COO: USA		

**FABRICS**

PLACEMENT	COMMENTS	MATERIAL	SUPPLIER	COLOR
Body, Neck Inset	Main Body	5 Oz. 80% Cotton 20% Modal	Gulding	16-123
				17-456
				18-789
Back Inset		2 Oz. 65% Cotton 35% Modal Mesh	Gulding	16-123
				17-456
				18-789

**TRIMS**

PLACEMENT	COMMENTS	MATERIAL	SUPPLIER	COLOR
Thread	DTM		Gulding	16-123
				17-456
				18-789

**LABELS**

PLACEMENT	COMMENTS	MATERIAL	SUPPLIER	COLOR
CB NECK	LOGO LABEL - SEE LABEL	AEG Woven 45-049	Trial	10-526
	PLACEMENT TAB IMAGE			
CB NECK	SIZE/COO LABEL - SEE LABEL	AEG Woven 45-183	Trial	A52
	TAB IMAGE			
SIDE SEAM	CARE & CONTENT LABEL - SEE TAB IMAGE	SD-5374	Trial	A52

**PACKAGING**

PLACEMENT	COMMENTS	MATERIAL	SUPPLIER	COLOR
		12" X 15" Poly Bag w/ 2" Fold Over Flap	Pico	

**CARE INSTRUCTIONS:** WASH COLD WITH LIKE COLORS GENTLE CYCLE. ONLY NON-CHLORINE BLEACH WHEN NEEDED. TUMBLE DRY LOW.

BILL OF MATERIALS
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The BILL OF MATERIALS; also known as the BOM, is comprised of all materials used in constructing the garment. There are five main sections contained in this tab, which are as follows: FABRICS, TRIMS, LABELS, and PACKAGING.

In each section there are five types of information that can be identified. This information includes PLACEMENT, COMMENTS, MATERIAL, SUPPLIER, COLOR number. PLACEMENT is where the material will be used or in what position it will be sewn into the garment. COMMENTS are any extra means that are necessary to understanding the use of the material. The MATERIAL section is the fiber content, identification number, or substance the material is made of. The SUPPLIER is the provider of the goods. And COLOR name indicates the item color to be used.

The information cells for the five types of information is very flexible. Variations of the information may be inputted depending on your specific process.

A section for CARE INSTRUCTIONS is at the bottom of the page, so that the printer knows what information should be contained on the care and content label.




# TECH PACK INSTRUCTIONAL BOOKLET

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## FOLD


**AEG**


AEG			
STYLE #:	A234	SEASON:	Fall 2017
DESIGNER:	Anna	FACTORY:	Silver
TYPE:	Knit	SIZE:	Alpha
		SAMPLE:	Small
		COO:	USA




### TOP FOLD









1. Lay item front side down. Fold left side in towards CB with 1" from neck. Fold corner of sleeve towards outer fold.

2. Repeat step 1 for right side.

3. Fold up from bottom in half to square shape.

4. Place folded garment in polybag.

FOLD

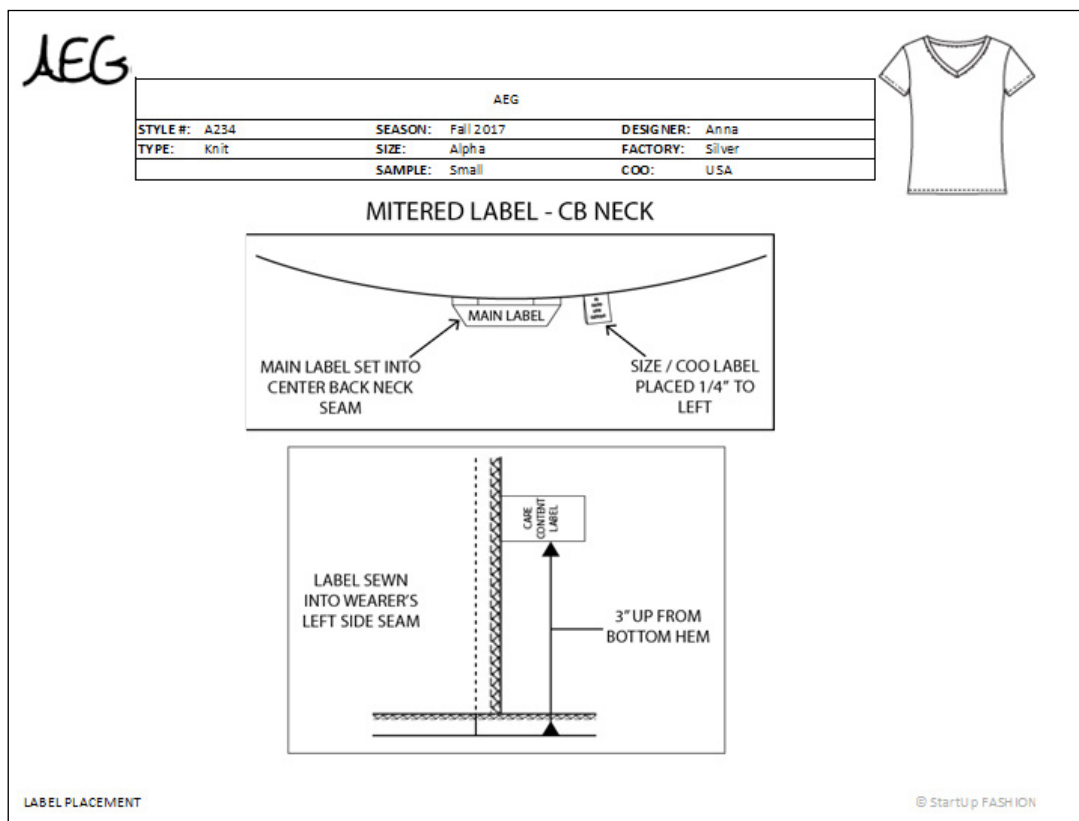
© StartUp FASHION

The FOLD tab expresses how the garment should be folded and packed. This pack will then be shipped to the desired destination. The above example contains a series of sketches showing the step by step process of folding and packing a shirt. Each sketch has a description for easy directional reference. If sketches are not had or cannot be created, a series of step by step photos with explanations would be an acceptable alternative. A description without any supporting images may also be used, however the explanations must be very clear and easy to follow.

## TECH PACK INSTRUCTIONAL BOOKLET

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# LABEL PLACEMENT



The LABEL PLACEMENT tab explains the type of label that is to be used in the product, and where it should be placed. Remember, the material the labels are made of can be found in the BOM. In the above example a mitered type label is being used at the center back neck of the shirt, with the size and country of origin (COO) label is placed 1/4" to the left; and that the care and content label is placed 3" up from the hem at the wearer's left side seam.

Imaging, as in the example, may be used to clearly express how and where the label should be in the product. Photo images of how and where the labels should be placed may also be an appropriate way of sharing the information. An explanation without images may also be used as long as the wording is easy to understand.


# TECH PACK INSTRUCTIONAL BOOKLET

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## PROTO SPECS

**AEG**

AEG			
STYLE #: A234	SEASON: Fall 2017	DESIGNER: Anna	
TYPE: Knit	SIZE: Alpha	FACTORY: Silver	
	SAMPLE: Small	COO: USA	



POM	DESCRIPTION	REQUESTED	TOLERANCE +/-	COMMENTS
A	Front Body Length from HPS	26	0.5	
B	Chest Circumference, 1" Below Armhole	38	1	
C	Across Shoulder, Seam to Seam	14.75	0.5	
D	Across Front, Seam to Seam 5" from HPS	13.75	0.5	
E	Across Back, Seam to Seam 5 1/2" from HPS	14.5	0.5	
F	Waist Placement from HPS	16	0	
G	Waist Circumference	37	1	
H	Bottom Opening Circumference Straight	40.5	1	
I	Neck Width, Seam to Seam	8.5	0.25	
J	Front Neck Drop from HPS to Seam	6	0.25	
K	Back Neck Drop from HPS to Seam	1	0.25	
L	Armhole Straight	7.75	0.375	
M	Short Sleeve Length From Cap	6.5	0.375	
N	Sleeve Opening Circumference	12.75	0.5	
O	Neck Inset Height	0.75	0	
P	Sleeve & Bottom Opening Hem Height	0.75	0.125	
Q	Back Inset Width at Shoulders	10	0.25	
R	Back Inset Width at Waist	7	0.25	
S	Back Inset Width at Bottom Opening	9	0.25	

PROTO SPECS

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The PROTO SPECS tab indicates the measurements to which the pattern and first fit sample should be developed to. The chart contains five columns of information. The first two columns include point of measure (POM) and DESCRIPTION. The POM indicates how each part of the style needs to be measured to ensure the garment or handbag is the correct size and fits correctly. The POM code column contains a number and/or letter that is used to easily distinguish each POM from another. The DESCRIPTION expresses how and what needs to be measured in correlation to the POM code. The POM DESCRIPTION column is free type text, and should be specific enough to relay what and how the point should be measured. The acronym for 'high point of shoulder' (HPS) will be seen often. Most vertical measurements will be measured from HPS, and should be indicated in the description.

The POMs can be placed in any order. There is no specific order that the POMs need to be sequenced. They can be in any order that is deemed necessary or appropriate.

## TECH PACK INSTRUCTIONAL BOOKLET

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The REQUESTED column indicates the actual measurements that the garment or handbag should be developed from. If there is uncertainty of what a measurement should be, the column may be left blank and a note made for the factory to help determine the necessary measurement. The spec can then be measured and filled in at the first fit.

The TOLERANCE (+/-) column indicates the most a measurement is allowed to be over or under the requested measurement. This number is very important during production, so that the specs of the product are in the approved range of measurements. If the tolerance changes after the first or second fits have been received, all changes must be made on the PROTO SPECS tab, as the tolerance columns in all fit tabs are linked to the PROTO SPECS tab. This concept is the same as updating the top information grid on the COVER PAGE with the stated formula (=+'Tab you want to pull from'!Cell(s) you want information from).

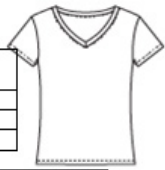
The COMMENTS column is free form text and can be used for any notes concerning proto sample development.

# TECH PACK INSTRUCTIONAL BOOKLET

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## 1ST FIT SPECS

AEG



AEG			
STYLE #: A234	SEASON: Fall 2017	DESIGNER: Anna	
TYPE: Knit	SIZE: Alpha	FACTORY: Silver	
	SAMPLE: Small	COO: USA	

POM	DESCRIPTION	REQUESTED	ACTUAL	REVISED	TOL +/-	COMMENTS
A	Front Body Length from HPS	26	26.5	26	0.5	BTS
B	Chest Circumference, 1" Below Armhole	38	37.5	38	1	BTS
C	Across Shoulder, Seam to Seam	14.75	15	14.75	0.5	BTS
D	Across Front, Seam to Seam 5" from HPS	13.75	13.5	13.75	0.5	BTS
E	Across Back, Seam to Seam 5 1/2" from HPS	14.5	14	14.25	0.5	REDUCE
F	Waist Placement from HPS	16	16	16	0	
G	Waist Circumference	37	37	37	1	
H	Bottom Opening Circumference Straight	40.5	39.5	40.5	1	BTS
I	Neck Width, Seam to Seam	8.5	8	8.5	0.25	BTS
J	Front Neck Drop from HPS to Seam	6	6	6	0.25	
K	Back Neck Drop from HPS to Seam	1	0.75	1	0.25	BTS
L	Armhole Straight	7.75	7.5	7.75	0.375	BTS
M	Short Sleeve Length From Cap	6.5	6.375	6.25	0.375	REDUCE
N	Sleeve Opening Circumference	12.75	12.75	12.75	0.5	
O	Neck Inset Height	0.75	0.875	0.75	0	BTS
P	Sleeve & Bottom Opening Hem Height	0.75	0.75	0.75	0.125	
Q	Back Inset Width at Shoulders	10	10.5	11	0.25	INCREASE
R	Back Inset Width at Waist	7	6.5	7	0.25	BTS
S	Back Inset Width at Bottom Opening	9	9.125	9	0.25	BTS

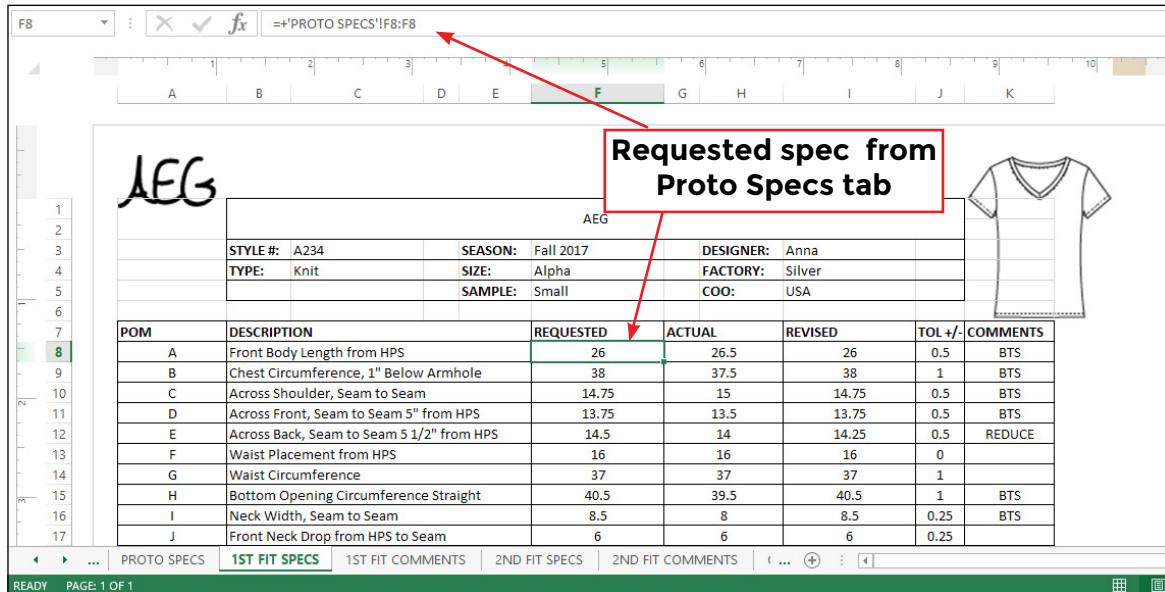
1ST FIT SPECS
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The 1ST FIT SPECS tab holds all spec information about the first fit sample of development. The POM codes and descriptions, and tolerances are pulled from the PROTO SPECS tab, so the information stays consistent. The REQUESTED specs column is also linked to the PROTO SPECS tab, as those are the measurements that the first fit should come in at. If a column is clicked in the POM, DESCRIPTION, TOLERANCE, or REQUESTED columns, a formula will appear in the formula bar at the top of the page, indicating where the information is being pulled from; in this case from the PROTO SPECS tab.



# TECH PACK INSTRUCTIONAL BOOKLET

## BY STARTUP FASHION



Requested spec from Proto Specs tab

POM	DESCRIPTION	REQUESTED	ACTUAL	REVISED	TOL +/-	COMMENTS
A	Front Body Length from HPS	26	26.5	26	0.5	BTS
B	Chest Circumference, 1" Below Armhole	38	37.5	38	1	BTS
C	Across Shoulder, Seam to Seam	14.75	15	14.75	0.5	BTS
D	Across Front, Seam to Seam 5" from HPS	13.75	13.5	13.75	0.5	BTS
E	Across Back, Seam to Seam 5 1/2" from HPS	14.5	14	14.25	0.5	REDUCE
F	Waist Placement from HPS	16	16	16	0	
G	Waist Circumference	37	37	37	1	
H	Bottom Opening Circumference Straight	40.5	39.5	40.5	1	BTS
I	Neck Width, Seam to Seam	8.5	8	8.5	0.25	BTS
J	Front Neck Drop from HPS to Seam	6	6	6	0.25	

The ACTUAL column is the area in which the measurements of the fit sample are inputted to help visually compare them to what specs were requested.

The REVISED column is the area to input the measurements that the next sample or production should meet.

The COMMENTS column is free form text where notes can be typed. Most commonly this area contains acronyms to shorten notes. In the example you will see Back to Spec (BTS), meaning that the measurement should be brought back to the requested measurement. Notes to reduce, increase, lower, or raise may also be used if appropriate.

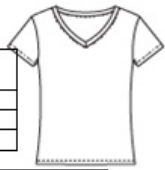
# TECH PACK INSTRUCTIONAL BOOKLET

BY STARTUP FASHION

## 2ND FIT SPECS

### AEG

AEG			
STYLE #: A234	SEASON: Fall 2017	DESIGNER: Anna	
TYPE: Knit	SIZE: Alpha	FACTORY: Silver	
	SAMPLE: Small	COO: USA	



POM	DESCRIPTION	REQUESTED	ACTUAL	REVISED	TOL +/-	COMMENTS
A	Front Body Length from HPS	26	26.5	26	0.5	BTS
B	Chest Circumference, 1" Below Armhole	38	37.5	38	1	BTS
C	Across Shoulder, Seam to Seam	14.75	15	14.75	0.5	BTS
D	Across Front, Seam to Seam 5" from HPS	13.75	13.5	13.75	0.5	BTS
E	Across Back, Seam to Seam 5 1/2" from HPS	14.5	14	14.25	0.5	REDUCE
F	Waist Placement from HPS	16	16	16	0	
G	Waist Circumference	37	37	37	1	
H	Bottom Opening Circumference Straight	40.5	39.5	40.5	1	BTS
I	Neck Width, Seam to Seam	8.5	8	8.5	0.25	BTS
J	Front Neck Drop from HPS to Seam	6	6	6	0.25	
K	Back Neck Drop from HPS to Seam	1	0.75	1	0.25	BTS
L	Armhole Straight	7.75	7.5	7.75	0.375	BTS
M	Short Sleeve Length From Cap	6.5	6.375	6.25	0.375	REDUCE
N	Sleeve Opening Circumference	12.75	12.75	12.75	0.5	
O	Neck Inset Height	0.75	0.875	0.75	0	BTS
P	Sleeve & Bottom Opening Hem Height	0.75	0.75	0.75	0.125	
Q	Back Inset Width at Shoulders	10	10.5	11	0.25	INCREASE
R	Back Inset Width at Waist	7	6.5	7	0.25	BTS
S	Back Inset Width at Bottom Opening	9	9.125	9	0.25	BTS

1ST FIT SPECS
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The 2ND FIT SPECS tab is identical to the 1ST FIT SPECS tab, except in this tab the REQUESTED column is pulled from the REVISED column of the 1ST FIT SPECS.

## TECH PACK INSTRUCTIONAL BOOKLET

BY STARTUP FASHION

# 1ST FIT COMMENTS

**AEG**

AEG		
STYLE #: A234	SEASON: Fall 2017	DESIGNER: Anna
TYPE: Knit	SIZE: Alpha	FACTORY: Silver
SAMPLE: Small	COO: USA	



**REJECTED - PLEASE SEND 2ND FIT WITH CORRECTIONS**

**FIT:**  
BODY LENGTH IS TOO LONG - GO BACK TO SPEC  
BACK MESH IS TOO WIDE AT SHOULDERS - SEE REVISED SPEC  
SIDE SEAMS ARE TOO LONG - REDUCE SO ARMHOLES DO NOT BUNCH UNDER ARMS

**CONSTRUCTION:**  
NECK IS PUCKERING - BE CAREFUL NOT TO STRETCH WHEN SEWING

\*SEE SPECS FOR OTHER CORRECTIONS\*



1ST FIT COMMENTS

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The 1ST FIT COMMENTS tab includes all corrections that need to be made to the 1st fit sample. The fit and construction of the product should be reviewed and commented on. All tabs that took part in the development and creation of the first fit sample should be reviewed as well, to make sure all aspects of the product were followed correctly.

In the above example, the sample was rejected because of poor fit, revised back mesh inset width, and poor construction. Each of these aspects have been commented on in some way. In some instances more than front, side, and back photos may be necessary, such as a close up picture of a detail or error in fit. If the tech pack is for a handbag, inside photos may be needed. More than one page may also be used in the COMMENTS tab, depending on how many images and explanations are needed. The example is very basic, only taking up one page of the spreadsheet.

The clearer the wording and images are, the better chance the corrections will be made. Be sure to review what wording will be best understood by the factory. Some liberties might have to be given to the factory in order to find the best solution. Open communication is key, making sure all solutions are approved before proceeding.

## TECH PACK INSTRUCTIONAL BOOKLET

BY STARTUP FASHION

# 2ND FIT COMMENTS

**AEG**

AEG		
STYLE #: A234	SEASON: Fall 2017	DESIGNER: Anna
TYPE: Knit	SIZE: Alpha	FACTORY: Silver
	SAMPLE: Small	COO: USA

APPROVED - PROCEED TO PRODUCTION

FIT:  
ARMHOLE IS HIGH - BRING BACK TO SPEC, KEEPING SIDE SEAM LENGTH

\*SEE SPECS FOR OTHER CORRECTIONS\*



2ND FIT COMMENTS

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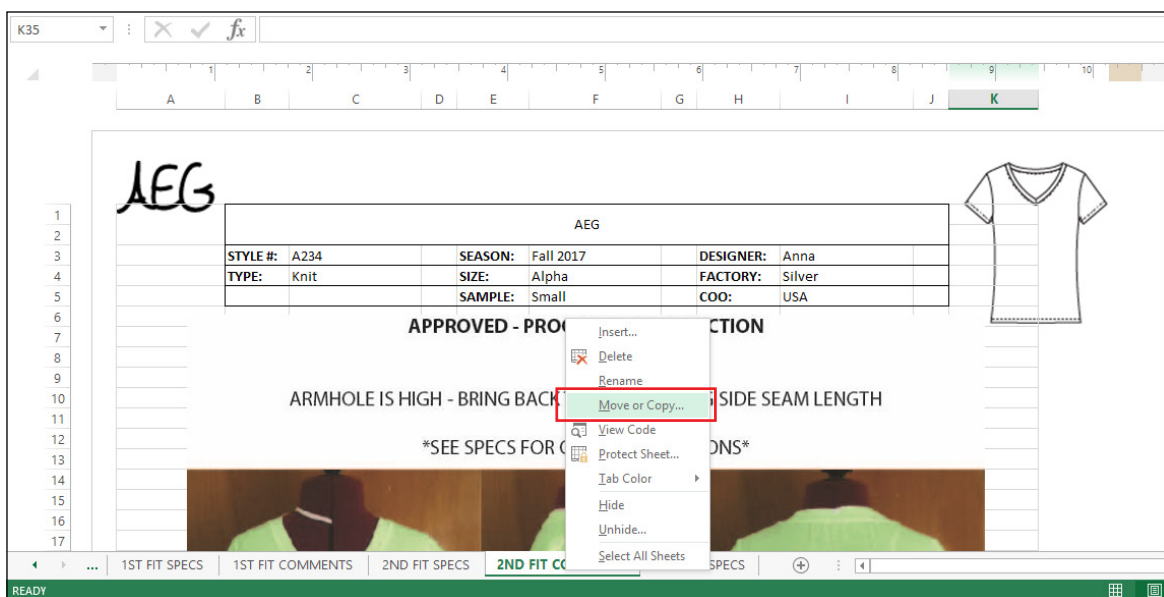
The 2ND FIT COMMENTS tab is exactly the same as the 1ST FIT COMMENTS tab, noting any errors in fit and construction. In the example above the 2nd fit sample is approved and production can begin.

If another fit sample is needed a 3rd fit sample will be needed, which will need to include a 3RD FIT SPEC and 3RD FIT COMMENTS tab. You will need to copy and rename one of the COMMENTS tabs. In the COMMENTS tab be sure to remove all previous information and start fresh with the next fit sample.

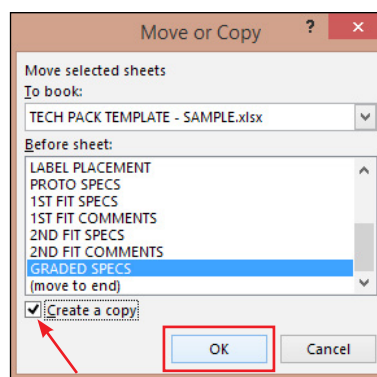
# TECH PACK INSTRUCTIONAL BOOKLET

## BY STARTUP FASHION

To copy and rename a tab, right click on the tab you want to copy. A menu bar like in the sample below will appear. Click on the 'Move or Copy' function.



Once you have clicked the 'Move or Copy' function, the box below will appear. In this box, you will choose the sheet you would like the new page to be before. Make sure to check the 'Create a copy' box, and then click 'OK'.



Your new tab will now be created with the same name as the original tab, except the new tab will have a (2) behind the name. To rename, you can either right click and select 'Rename', or simply double click on the tab name so that the typing cursor appears.




# TECH PACK INSTRUCTIONAL BOOKLET

BY STARTUP FASHION

## GRADED SPECS

AEG



AEG			
STYLE #: A234	SEASON: Fall 2017	DESIGNER: Anna	
TYPE: Knit	SIZE: Alpha	FACTORY: Silver	
	SAMPLE: Small	COO: USA	

POM	TOL +/-	XXS	XS	S (SAMPLE)	M	L	XL
A	0.5	24.5	25	25.5	26	26.5	27
B	1	34	36	38	40	42	44
C	0.5	13.75	14.25	14.75	15.25	15.75	16.75
D	0.5	12.75	13.25	13.75	14.25	14.75	15.25
E	0.5	13.25	13.75	14.25	14.75	15.25	15.75
F	0	16	16	16	16	16	16
G	1	33	35	37	39	41	43
H	1	36.5	38.5	40.5	42.5	44.5	46.5
I	0.25	8	8.25	8.5	8.75	9	9.25
J	0.25	5.25	5.375	5.5	5.625	5.75	5.875
K	0.25	0.75	0.875	1	1.125	1.25	1.375
L	0.375	7.25	7.625	8	8.375	8.75	9.125
M	0.375	5.75	6	6.25	6.5	6.75	7
N	0.5	11.5	12	12.5	13	13.5	14
O	0	0.75	0.75	0.75	0.75	0.75	0.75
P	0.125	0.75	0.75	0.75	0.75	0.75	0.75
Q	0.25	10	10.5	11	11.5	12	12.5
R	0.25	6	6.5	7	7.5	8	8.5
S	0.25	8	8.5	9	9.5	10	10.5

GRADED SPECS

© StartUp FASHION

The GRADED SPECS tab holds the measurements for all sizes that will be put through production. The POM DESCRIPTION and TOLERANCE (Tol +/-) information is pulled from the PROTO SPECS tab, using the same formula as before. In the above example, the product is using alpha sizing, ranging from XXS to XL. The sample base size Small (S) measurements are pulled from the last fit spec revised column measurements. The other sizes are graded up and down depending on the desired grade.

# TECH PACK INSTRUCTIONAL BOOKLET

BY STARTUP FASHION

D8     $\times$   $\checkmark$   $f_x$     =F8-0.5


A B C D E F G H I J K

**AEG**

**Grade formula for XS  
POM A**

AEG

STYLE #:	A234	SEASON:	Fall 2017	DESIGNER:	Anna		
TYPE:	Knit	SIZE:	Alpha	FACTORY:	Silver		
		SAMPLE:	Small	COO:	USA		



POM	TOL +/-	XXS	XS	S (SAMPLE)	M	L	XL
A	0.5	24.5	25	25.5	26	26.5	27
B	1	34	36	38	40	42	44
C	0.5	13.75	14.25	14.75	15.25	15.75	16.75
D	0.5	12.75	13.25	13.75	14.25	14.75	15.25
E	0.5	13.25	13.75	14.25	14.75	15.25	15.75
F	0	16	16	16	16	16	16
G	1	33	35	37	39	41	43
H	1	36.5	38.5	40.5	42.5	44.5	46.5
I	0.25	8	8.25	8.5	8.75	9	9.25
J	0.25	5.25	5.375	5.5	5.625	5.75	5.875

1ST FIT SPECS    1ST FIT COMMENTS    2ND FIT SPECS    2ND FIT COMMENTS    **GRADED SPECS**    +    4

READY    PAGE: 1 OF 1

Each grade is put in manually, however they can be copied to make the process go faster. When copying the grade rules, make sure you double check that the grade formula is pulling the correct information.