COLLECTIVE STUDIO · FREE POLO SHIRT TECH PACK TEMPLATE

Polo Shirt Tech Pack

A tech pack is the blueprint your manufacturer builds from. Fill in what you can — even a partial pack gets you a faster, more accurate sample. Leave the rest blank and we'll help you complete it during sampling.

1. Style summary

Brand		**Style name**	
Style number		**Season / drop**	
Designer		**Date**	
Version		**Sample size**	
Garment type		**Fit**	
One-line description			

2. Technical sketch

Paste or draw a front and back flat sketch. Mark the collar shape and any tipping, the placket length and button positions, the side vents and any embroidery. The grey outline is a guide to draw over.

Front view	Back view
	

3. Bill of materials (fabric & trims)

Material	Placement	Composition	Weight/GSM	Colour	Supplier
Main fabric					
Collar and cuffs					
Interlining					
Buttons					
Back neck tape					
Thread					

Tip: if sustainability matters, state the certification you need (e.g. organic cotton under a GOTS certification) and ask to see the certificate.

4. Colourways

Colourway name	Pantone / TCX	Body	Rib / trim	Print

5. Points of measure (size chart, cm)

Measured flat, in centimetres. Fill the sample-size column (M here) first; the tolerance is the +/- the factory may vary by.

Point of measure	Tol.	XS	S	M	L	XL	2XL
Chest width (2.5 cm below armhole)							
Front length (HPS to hem)							
Back length (HPS to hem)							
Shoulder width							
Armhole (straight)							
Bicep (2.5 cm below armhole)							
Sleeve length (shoulder point to cuff edge)							
Sleeve opening, relaxed							
Cuff height							
Bottom hem width							
Side vent length							
Neck width (seam to seam)							
Collar height at centre back							
Collar point length							
Placket length							
Placket width							

6. Construction & stitching

Area	Stitch / seam type	SPI	Notes
Collar attach			
Placket			
Shoulder seam			
Sleeve attach			
Cuffs			
Side seam and vents			
Body hem			

7. Labels & branding

Item	Type / material	Placement	Artwork ref
Main / neck label			
Care + content label			
Size label			
Hang tag			
Print / embroidery			

8. Packaging

Element	Specification
Fold method	
Collar support	
Polybag / tissue	
Barcode / sticker	
Carton / master pack	

9. Order & approvals

Qty per size/colour		**Total units**	
Target launch date		**Approved by**	

Free template by Collective Studio — sustainable knitwear & clothing manufacturing, from 150 pieces per style and colour. collectivestudioltd.com · hello@collectivestudioltd.com