

Project Kick Off

FACT FINDING QUESTIONS:

- What is the budget range?
- Will individuals be contributing to the cost of the project?
- Will different styles be requested for men and women?
- What ranges of sizes will be needed?
- Does the team require samples to try on sizes?
- Do you need help with the design?
- What is deadline for project in hand?
- How will payment be managed?
- How will distribution be managed?

PROJECT POSSIBILITIES

T-SHIRT

JACKET

POLO

HAT

PROJECT #1

Description: _____

SKU (if applicable): _____

Source: _____

Price: _____

Extended Size Price: _____
(applies to XXL+)

Minimum Order: _____

Delivery Time: _____

Notes: _____

PROJECT #2

Description: _____

SKU (if applicable): _____

Source: _____

Price: _____

Extended Size Price: _____
(applies to XXL+)

Minimum Order: _____

Delivery Time: _____

Notes: _____

Attach any catalogs, pages or sketches for consideration on to this page as reference.



Ultimate Checklist

Team: _____

Project Description: _____

Design Description: _____

Decision Maker Contact Info: _____

Vendor Contact Info: _____

Is artwork already created? Y / N

Can apparel provider create design? Y / N Design Costs (if any): _____

How will artwork be sourced? _____

Artwork Specifications: _____

Quote Details and Final Price: _____

Deposit Required? Y / N

Additional Notes: _____

Date:

_____ Order Placed _____

_____ Proof Received _____

_____ Edits Requested _____

_____ Final Proof Received _____

_____ Proof Approved _____

_____ Order Form Circulated _____

_____ Order Form Deadline _____

Order Placed By _____ on _____

Date Promised: _____

Pick Up Scheduled: _____

Payment Details: _____

Attach any quotes, design mockups or payment receipts to this page as reference.



