01 / PROJECT BRIEF

Start with the project

Use one style ID and revision across every worksheet. Cream areas are blank project inputs.

Brand / project	Style ID	Version / date

Product / hat type	Target wearer / market	Prepared by

Intended use and fit	Reference garment ID / sample size

Size labels / system	Colorways / quantities

Material, construction and decoration priorities

Reference register

File / reference ID	Version / date	Purpose	Location / details

Record any unresolved choice or requested change in the review log. Quantities and dates are planning inputs for review.

02 / GARMENT MEASUREMENTS

Define how to measure

POM means point of measurement. Record endpoints, method and sample condition before adding values.

Style ID	Version / date	Reference garment or drawing ID

Reference terms

Chest flat	Width across a laid-flat garment at a stated level. Define the measurement line.
Chest circumference	Distance all the way around at a stated level. Do not interchange with flat width.
Hat measurements	Define inside circumference or adjustment range, crown height and brim length as applicable.

Measured garments and body measurements are different references. Identify which you use. State relaxed or stretched, fastening position and before or after wash condition where relevant.

Method register

POM ID	Name / endpoints / direction	Condition / method	Reference ID

Assign a POM ID here and use that ID in the size matrix. Add an annotated image when words alone are unclear.

02 / GARMENT MEASUREMENTS

Build the size matrix

Enter requested garment measurements only after the measurement method is defined. Leave unused cells blank.

Style ID	Version / date	Method register / drawing ID

POM ID	POM / short description	Unit	Agreed tolerance	XS	S	M	L	XL	2XL	3XL

SIZE LABELS ARE EDITABLE

XS-3XL are blank labels, not a size standard. For hats, replace them with the agreed size labels or adjustment ranges. Enter project-specific units and agreed tolerances. Do not infer missing sizes or grading.

03 / MATERIALS AND DECORATION

Record the build details

BOM means bill of materials. Identify each component, artwork file and placement reference.

Style ID	Version / date	Prepared by

Materials / BOM

Item ID	Component / use	Composition / structure	GSM	Color / reference	Source / supplier	Placement / notes

Decoration and artwork

Art ID	File / version	Technique / finish	Size / unit / color	Placement / offsets	Approval / reference

Measure placement from a named seam or edge and state direction. Attach artwork or swatches with reference IDs.

04 / SAMPLE REVIEW AND REVISIONS

Review and record decisions

Compare the sample with the requested specification. Keep each change tied to an issue ID and version.

Style / sample ID	Spec version / date	Reviewer / reference ID

Measurement review

Issue ID	POM / size / condition	Requested	Measured	Unit / agreed tolerance	Action / revision ID

Revision and decision log

Revision ID	Date / reference	Prior / new version	Change / action	Decision / reviewer

Approval decision / scope	Approved by / date	Final spec version

Attach review photos and condition or wash references. Record unresolved changes before approving the final specification.