

Kidswear RFQ Template

Complete every field you can. A blank field is a question the factory will either guess at or come back to ask, and both cost you calendar time.

1 BUYER AND PROGRAMME

Buyer / company
Market and channel
Season or delivery window
Target retail price point

2 PRODUCT

Style reference	Reference image, previous style, or a written description of silhouette.
Product type	Daywear, party, flower girl, formal, outerwear. State the age group.
Construction notes	Lining, layers, closures, waist treatment, hem finish.

3 FABRIC AND TRIM

Shell fabric	Composition, weight or GSM, usable width, finish.
Lining and interlining	Composition and weight. Say if the mill is nominated.
Trim and hardware	Zips, buttons, snaps, elastic, tapes. Brand or specification.
Colour and reference	Pantone or approved swatch. Say whether the swatch is available.

4 DECORATION

Type and placement	Embroidery, print, applique, beads, sequins, bows, flowers.
Attachment method	Sewn, glued, or mixed. This is what decides pull and wash performance.

5 SIZE RANGE AND QUANTITY

Size range and breakdown	State the sizes and the pieces per size, not only the total.
Measurement basis	Body measurements, finished garment measurements, or a size label.
Tolerance expectation	Which points are critical and which may move.
Quantity per colourway	Colour split changes fabric minimums and cutting efficiency.

6 PACKAGING AND TESTING

Packaging	Polybag, hangtag, size sticker, carton ratio and carton marking.
Labelling	Care label, fibre content, country of origin, tracking label if required.
Testing	Which market's requirements, which laboratory, and who pays.

7 COMMERCIAL AND SCHEDULE

Incoterm and destination	FOB, DDP, or another term, plus the receiving port or door.
Required delivery date	The date goods must be on your market, not the ship date.
Sample requirement	Whether you need a development sample, a fit sample, or both.
Budget or target price	Optional, but a range narrows the material conversation early.

Send the completed sheet with your reference images. Where a quotation depends on an open field, the factory should list the assumption it used rather than price the cheapest interpretation.