

THE CUSTOM POLO TECH PACK

Engineering Cohesive Apparel Programs at Scale.

DOCUMENT INTENT: DEFINITIVE
PROCUREMENT REFERENCE

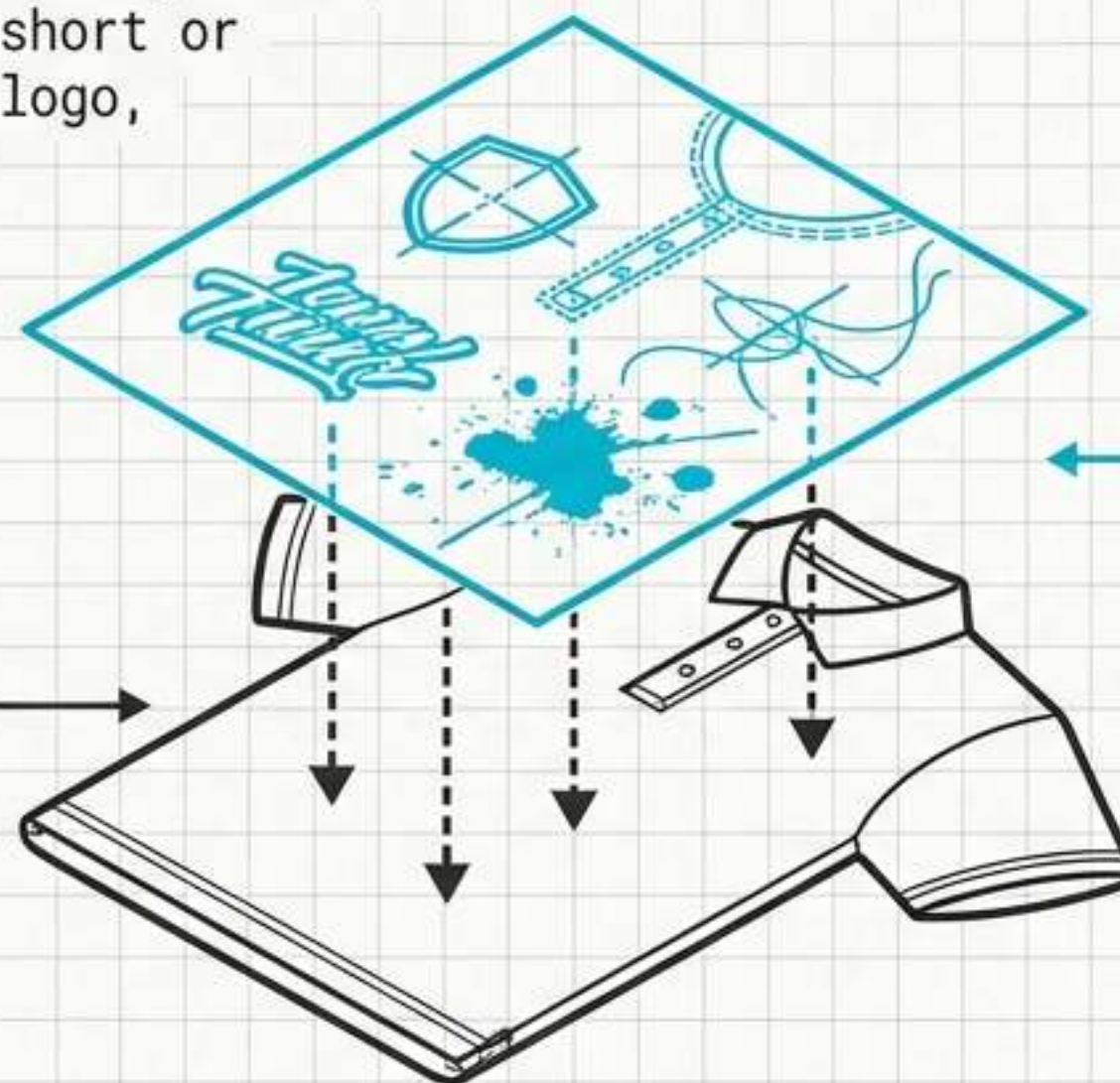
TARGET AUDIENCE: SOURCING, HR,
EVENTS, UNIFORM MANAGEMENT

STATUS: ACTIVE SPECIFICATION GUIDE

The Two-Layer Architecture

A custom polo shirt is a collared knit garment, generally featuring a placket and short or long sleeves, personalized with a logo, name, or graphic.

Layer 1: The Garment Blank.
(Fabric, construction, fit profile).



Layer 2: The Decoration Layer.
(Artwork, thread, ink, application method).

THE RULE: The garment blank and the decoration are separate specification layers. A successful order requires both to be physically compatible. You cannot assume one from the other.

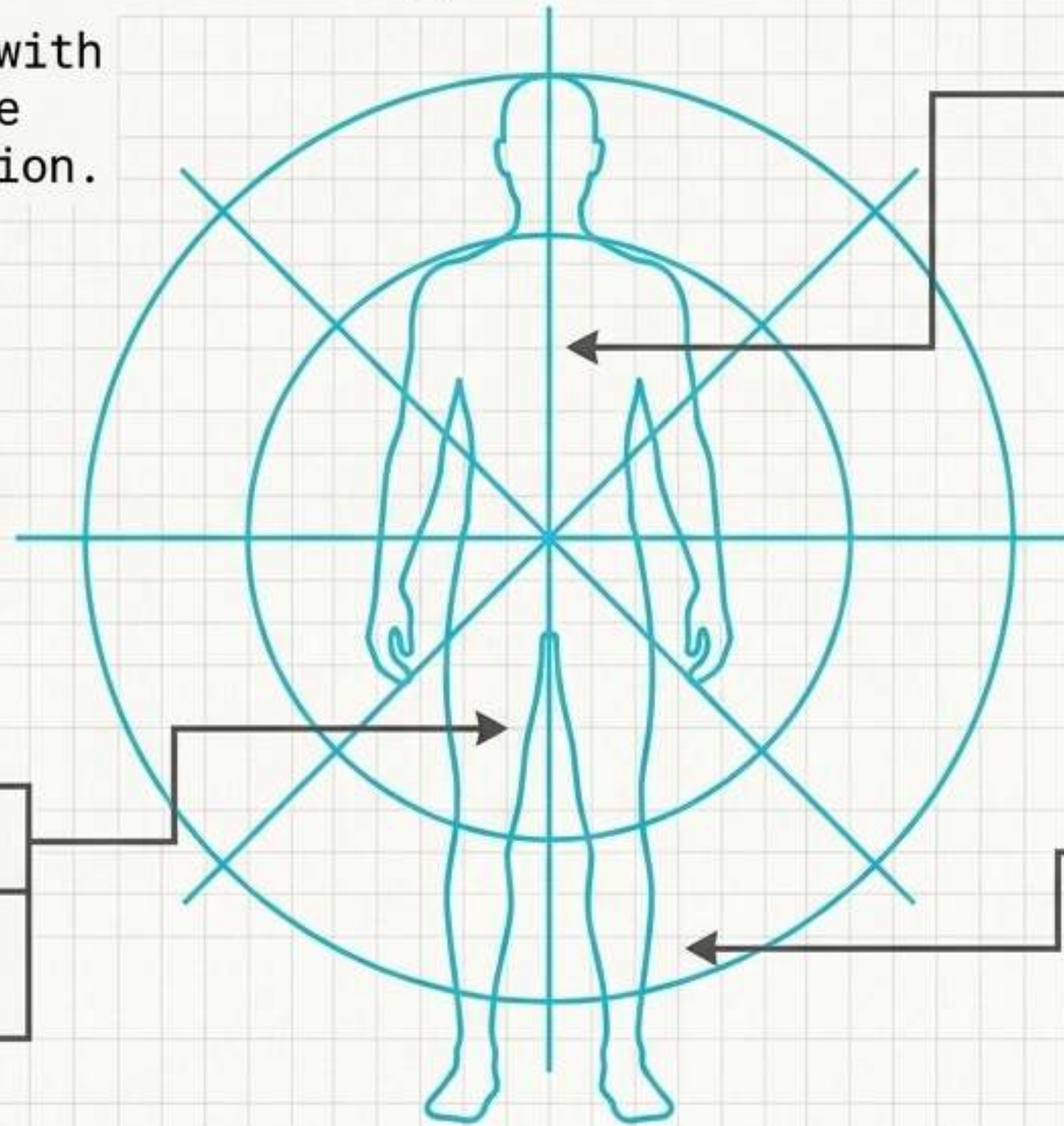
Garment Context: Diagnosing the Polo

Do not transfer decoration assumptions from one garment route to another.

	Polo Shirt	T-Shirt	Woven Dress Shirt	Performance Jersey	Outerwear
Construction	Collar/Placket affects placement	Uninterrupted surface	Different seam structure	Ventilation focused	Hardware/Heavy layers
Decoration Constraints	Placket restricts pressing access	Open access	Woven fabric behavior	High stretch limits rigidity	Heat/puncture limits

Wearer & Environment Diagnostics

Polo sourcing must begin with wearer needs. Define these variables prior to quotation.



The Wearer

Activity level and range of motion

The Maintenance

Laundrying expectations and specific care methods.

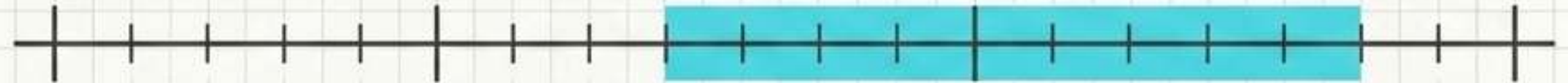
The Environment

Climate exposure, indoor vs. outdoor usage

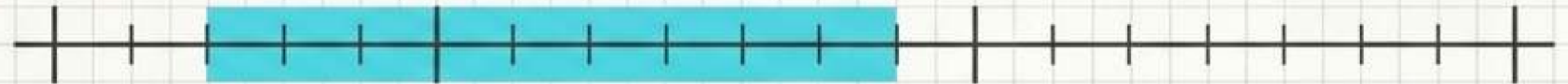
Fabric Behavior & Hand-Feel

Treat fiber content and fabric construction as items to confirm in the quotation, not as assumed specifications. Request recommendations based on:

Breathability & Moisture Management



Stretch & Hand Feel



Opacity & Show-Through



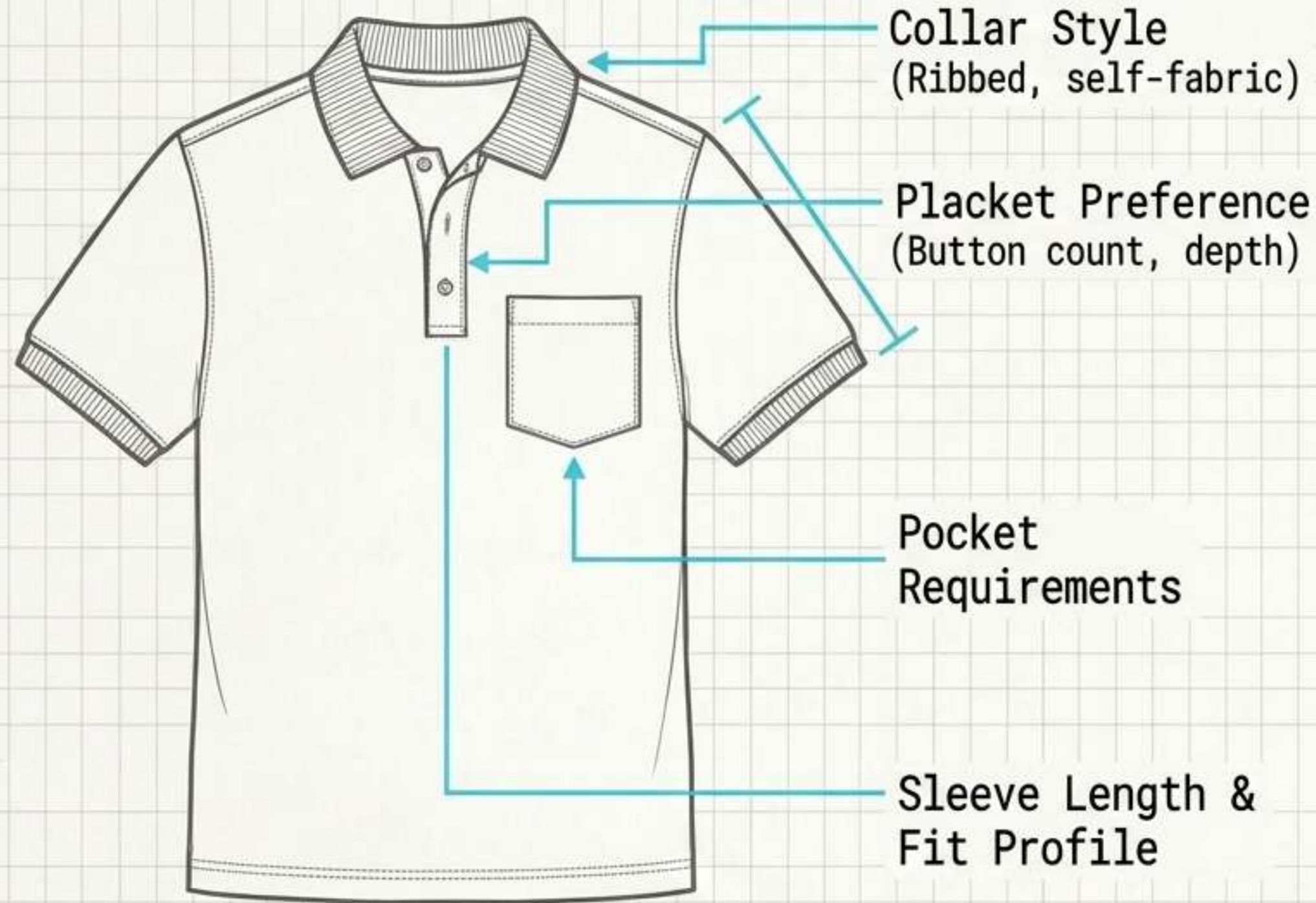
Shrink Behavior



Snag Sensitivity



Garment Blueprint & Structural Details

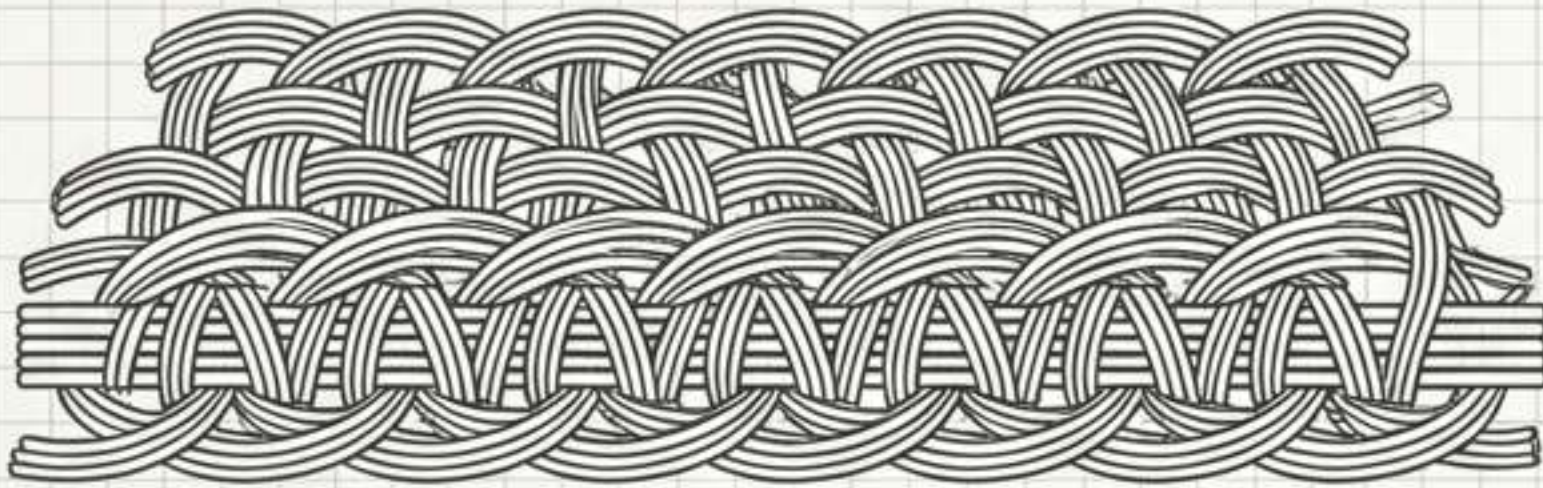


[!] Color names are not standardized: Review physical swatches or samples when shade matters.

[!] Consider physical fit samples before committing to a broad workforce order. Ask for the proposed garment's exact size exact size chart.

Decoration Diagnostics

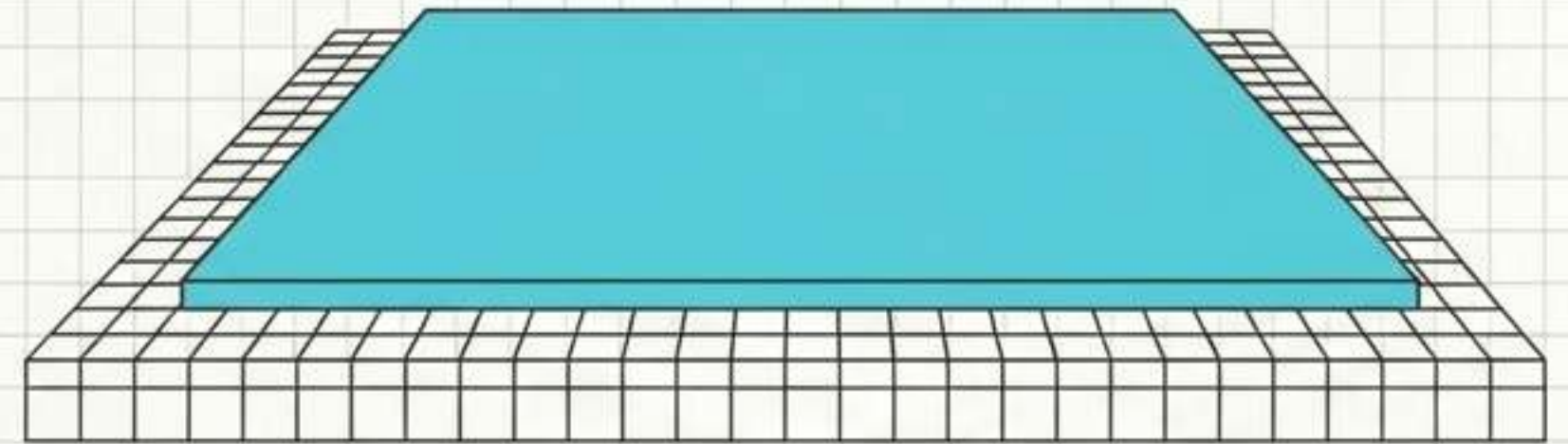
EMBROIDERY



Visual Effect: Adds physical texture and weight.

Technical Assessments Required: Puckering, backing requirements, density limits.

SCREEN PRINTING / TRANSFER



Visual Effect: Suits larger or highly detailed graphics.

Technical Assessments Required: Heat sensitivity of the fabric, stretch limits, fabric show-through.

The optimal route depends entirely on artwork, order mix, fabric, location, and desired appearance.

Technical Artwork & Proofing Standards

Step 1: Source

Supply vector logo artwork and list all required colors.

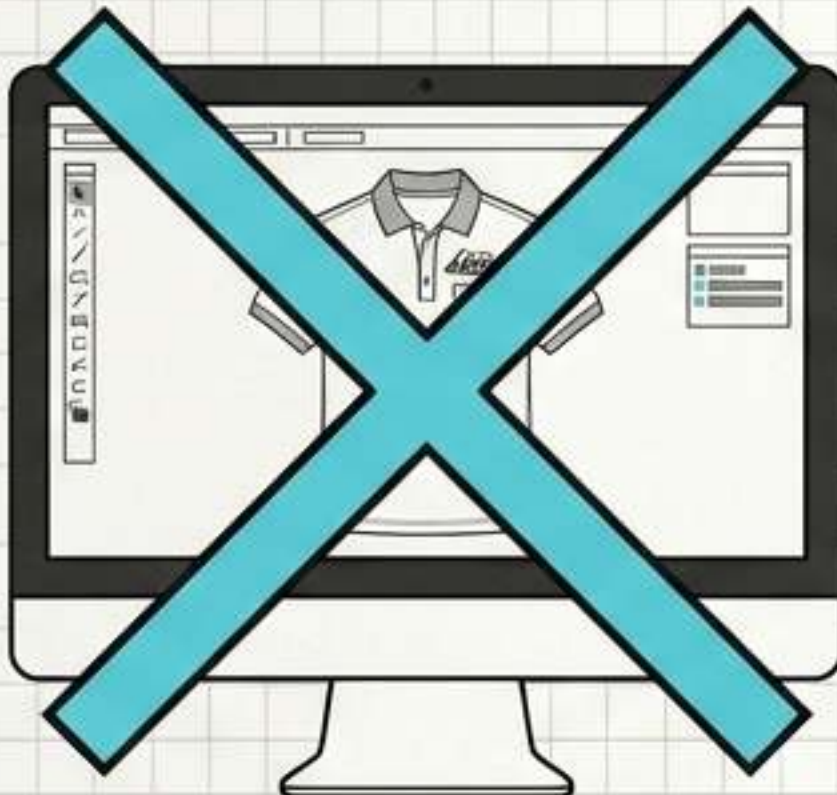
Step 2: Method Prep

Embroidery: Requires stitch interpretation, lettering, and density mapping.

Print: Confirm color separations, underbase treatment, and edge detail.

Step 3: The Proof

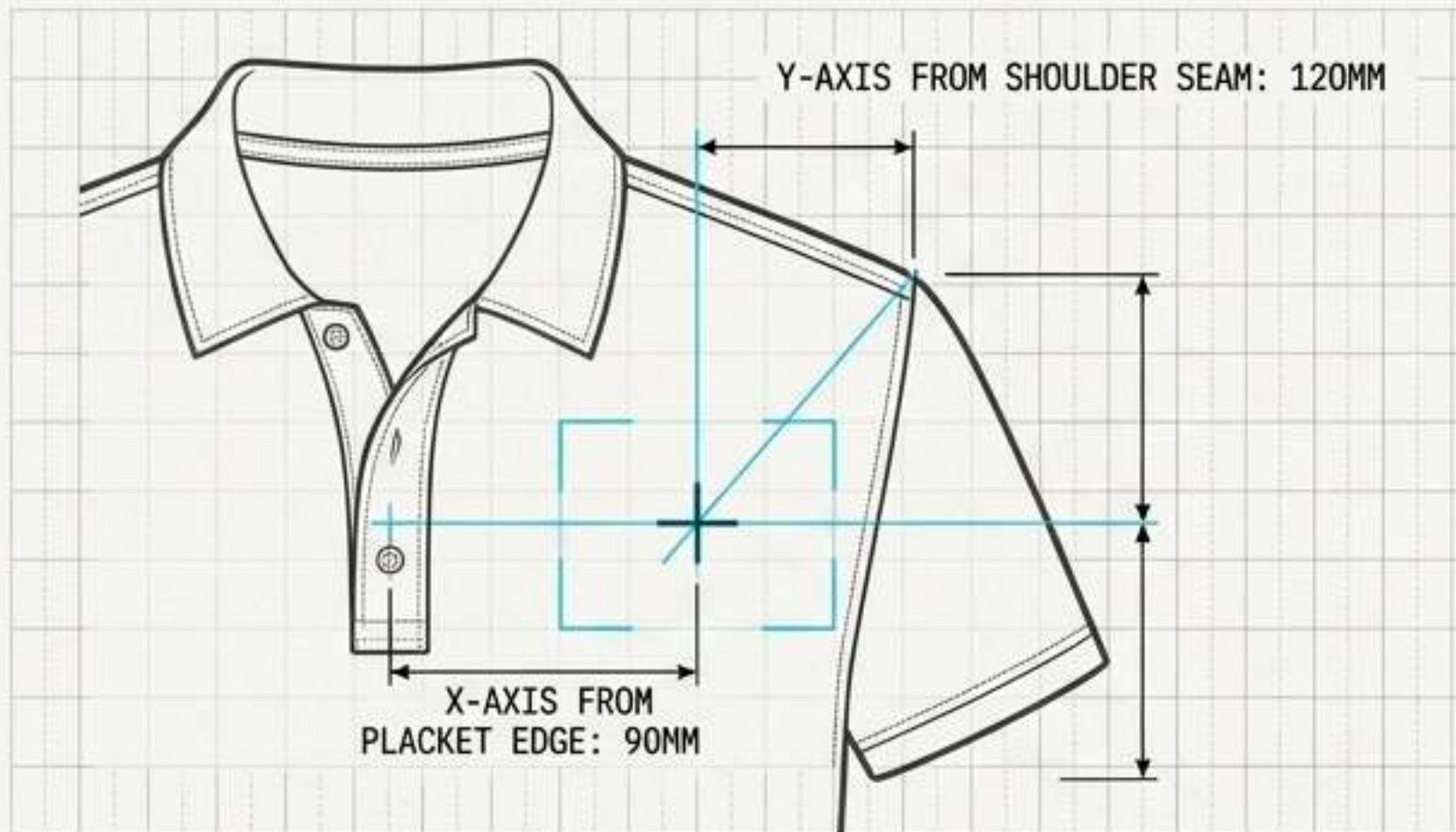
Request a physical decoration proof or sew-out showing final size and backing/hand-feel.



WARNING: Do not assume a digital mock-up predicts thread texture, fabric show-through, or printed hand feel.

Placement Geometry & Personalization Data

Placement Geometry



Placement Rules:

- Specify placement from stable garment reference points.
- Always confirm 'Left' and 'Right' from the wearer's perspective.
- Identify whether varying garment sizing requires scaled artwork or a common decoration size across all shirts.

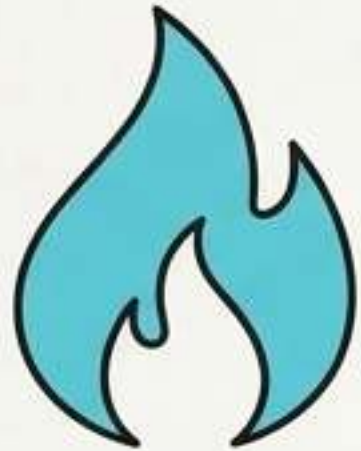
Personalization Data

	SIZE	NAME	NUMBER	POSITION	ARTWORK MAPPING
	M	SMITH	12	BACK	LOGO_M_V1
	L	JOHNSON	23	BACK	LOGO_L_V1
	XL	WILLIAMS	45	BACK	LOGO_XL_V1
	S	BROWN	07	BACK	LOGO_S_V1

Personalization Protocol:

List personalization data in a strictly controlled table. Approve exact spelling, capitalization, numbering, and mapping to specific garment sizes.

Verification, Compliance, and Restrictions



Testing Mandates: Critical skin-contact, colorfastness, wash, flame, chemical, and workplace performance requirements require actual sample and testing review.

CONTENT RESTRICTIONS (DISCLAIMER PROTOCOL)

Do not claim confirmed stock, exact minimums, exact pricing, or guaranteed schedules prior to quotation. Do not promise specific shrinkage, wash life, colorfastness, or certifications without empirical verification.

The Reconciled Size & Fit Matrix

Core Mandate:

Provide quantities by garment style, color, size, decoration version, and personalization.

Process Rule:

Reconcile the matrix total before quotation, and reconcile it again before production.

Garment Style	Color	Size	Decoration Version	Personalization	Qty
Polo Shirt	Navy	M	V1	Smith 12	15
Polo Shirt	Navy	L	V1	Johnson 23	20
Polo Shirt	White	XL	V2	Williams 45	10
T-Shirt	Black	S	V3	Brown 07	15
T-Shirt	Black	M	V3	Brown 08	20
TOTAL					80

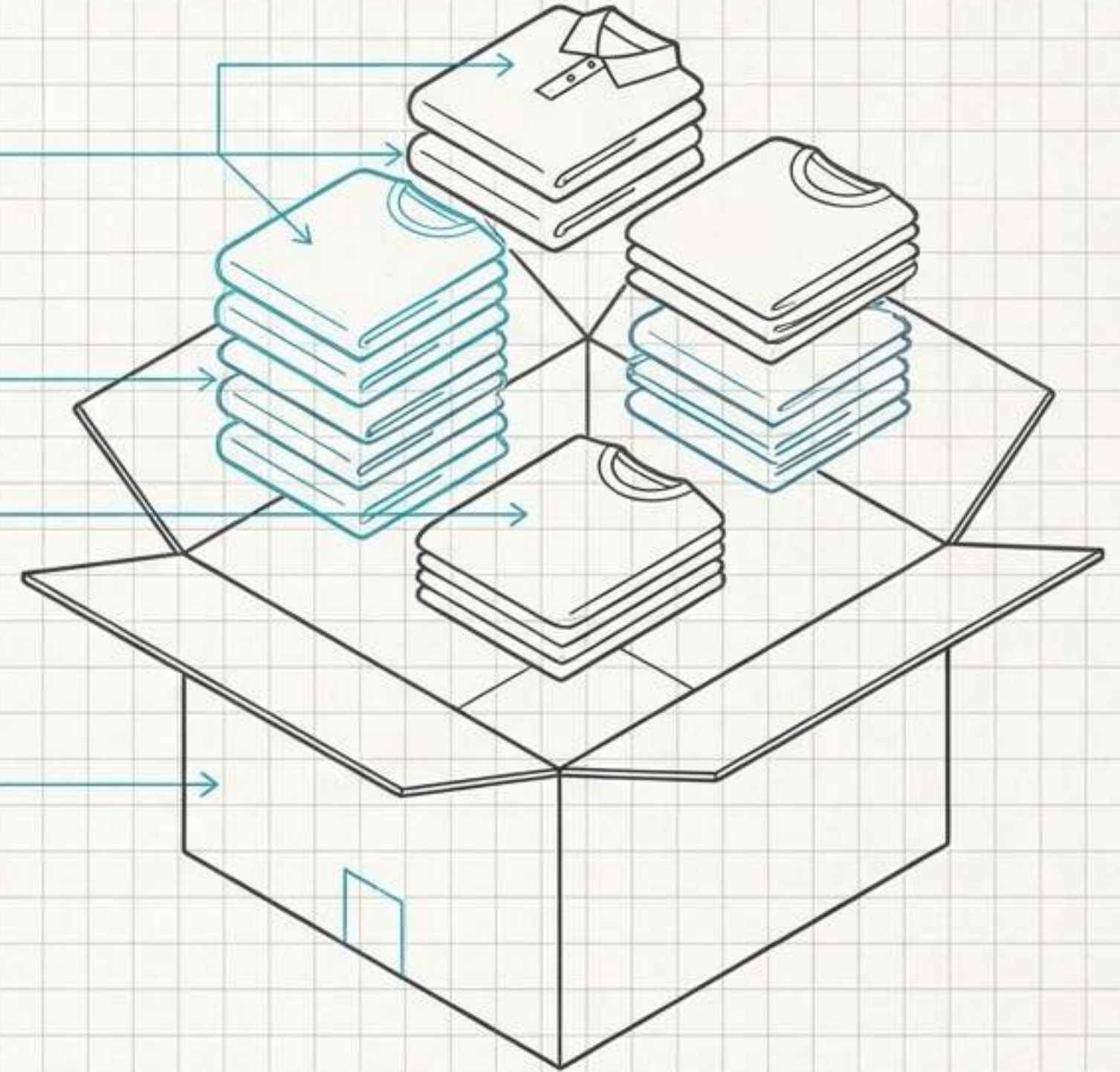
Substitution Rule: State explicitly whether substitutions are permitted if a proposed blank becomes unavailable. Any substitute must require formal approval.

Packing Operations & Replenishment Logistics

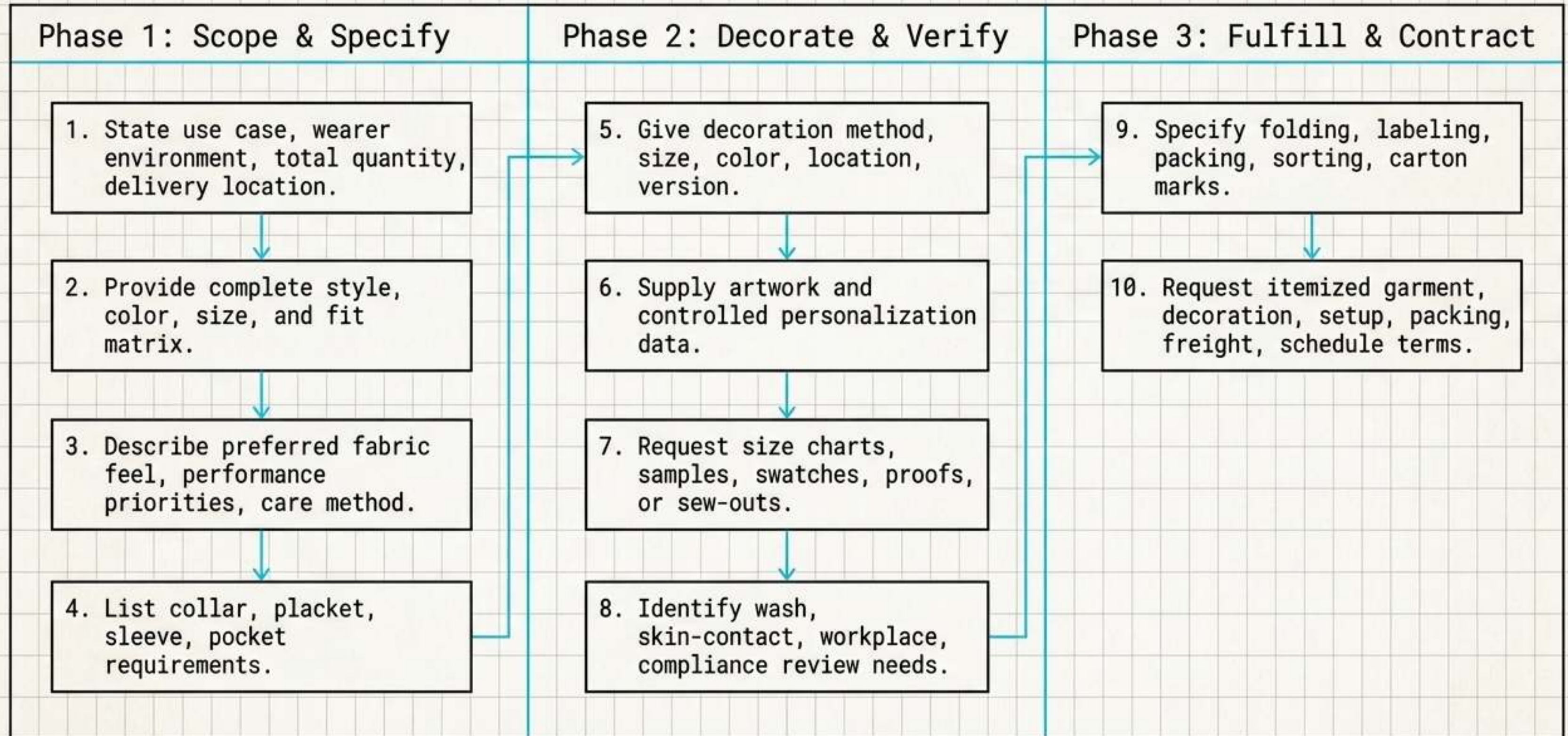
Packing Specifications: Define requirements for folding, individual bagging, size stickers, name labels, carton marks, and destination splits.

Sorting: Specify if packing requires team or department sorting.

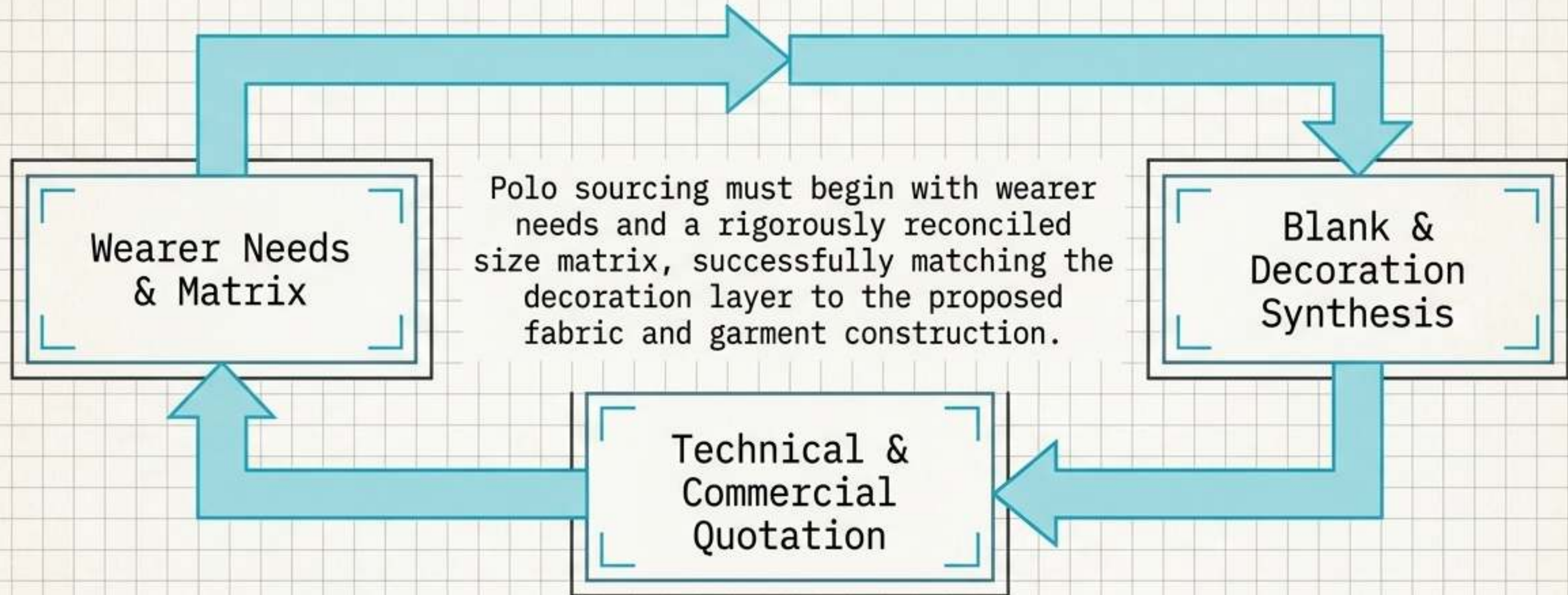
Replenishment Realities: For uniform programs, identify ongoing replenishment needs—but ask how future orders will be handled without assuming ongoing blank availability or identical dye lots.



The 10-Point RFQ Roadmap



Synthesis: The Engineered Program



FINAL STANDARD: Never bypass the final constraints. Final technical and commercial commitments require explicit quotation, finalized artwork, and rigorous material review.