
Fabric Sourcing Brief

A fill-in template that turns a textile spec into a purchase order. Includes the master brief field list, the PO test-method grid, a supplier scorecard, and a landed-cost worksheet.

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DISCLAIMER

This template is based on LeelineGroup's independent audits and public textile standards. Test pass lines are typical buyer targets and must be confirmed against your own end-use requirement, your destination market regulation, and a named test method before you release a purchase order. It is provided for informational purposes only and is not a substitute for professional QC, legal, or certification advice.

How to Use This Brief

This is a fill-in template, not a report. Read the field list with your spec, then send the completed brief to your shortlist. A mill that answers line-by-line and flags production risks is a strong signal; a one-line "yes" is a red flag.

1. Master Brief Field List

Field	What to write
Fiber & blend	Exact polymer percentages, e.g. 95% combed cotton / 5% elastane, and any recycled content.
Construction	Knit or woven, gauge, and any brushing, peaching, or heat-setting.
Weight (GSM)	Target plus tolerance (start $\pm 5\%$, tighten to $\pm 3\%$ for risk goods), method ASTM D3776 / ISO 3801.
Width & finish	Cutable width, plus bio-wash, softener type & dose, and heat-set parameters.
Shrinkage & skew	Maximum percent after laundering, stated for AATCC 135 (woven) or AATCC 150 (knit), plus spirality.
Color standard	A Pantone or physical standard, not a photo; approve under D65 and CWF lightboxes.
Performance tests	Method numbers and pass lines (see the Test-Methods grid on sheet 2).
Certifications	Certificate plus a Transaction Certificate (TC) for each shipment, e.g. GOTS / GRS / OEKO-TEX.
MOQ & price tiers	Per-color vs total-order MOQ, and tiered pricing for repeat volume.
Lead time & Incoterms	Production lead time and the shipping liability term (e.g. FOB vs DDP).
Payment & remedies	Deposit %, balance terms, acceptance criteria, rework/penalty clause.
Approved reference	Link the approved swatch and master shade card so the mill answers line-by-line.

Approval spec example

Fiber: 95% Combed Cotton / 5% Elastane | Construction: jersey knit | Weight: 180 gsm $\pm 5\%$ (ASTM D3776) | Width: 152 cm cuttable | Finish: bio-wash | Shrinkage: max 3% L / max 3% W (AATCC 135) | Color: Pantone 19-4052 TCX (physical) | Colorfastness: wash 4+ (ISO 105-C06), crocking wet 3+ (AATCC 8) | Certifications: OEKO-TEX Standard 100 + GOTS TC per shipment

2. PO Test-Methods Grid

Pick one method per property and write a pass line. "ISO or ASTM" leaves too much room for interpretation.

Property	Method	Buyer target	Note
Weight (GSM)	ASTM D3776 / ISO 3801	±5% (±3% for risk goods)	Average 3+ points
Dimensional change (woven)	AATCC 135 / ISO 6330	max 3% warp & weft	Home-laundering method
Dimensional change (knit)	AATCC 150	max 5% plus spirality	Measure skew after wash
Edge curl (knit)	AATCC 178	As agreed	Often ignored
Colorfastness, wash	ISO 105-C06 / AATCC 61	Grade 4+ (8-point)	
Colorfastness, light	ISO 105-B02 / AATCC 16	Grade 4+	UV-sensitive colors
Colorfastness, crocking	AATCC 8	Dry 4+, wet 3+	Dark & denim higher risk
Pilling	ASTM D4970 / ISO 12945-2	Grade 3+ (1-5)	Test pre- & post-wash
Tensile (grab)	ASTM D5034	Per end-use spec	Knits are more forgiving
Tear (tongue)	ASTM D2261	Per end-use spec	Wovens, seam areas

3. Supplier Scorecard

Score each candidate 0–10 before you shortlist. The 10 criteria total 100; re-rank after the audit, not before.

Criterion	What to check	Max
Responsiveness	Speed and clarity of written answers	10
Fabric category fit	Does the mill actually run your fabric type	10
Dyeing & finishing capability	In-house or subcontracted?	10
MOQ flexibility	Per-color vs total order	10
Certificate validity	Verifiable on the official database + TC ready	10
Quality system maturity	ISO 9001, CAPA discipline	10
Subcontracting transparency	Who does each process step?	10
Traceability depth	Lot records and sample-retention room	10
Price realism	Landed cost, not the lowest quote	10
Communication quality	Technical, not sales-only	10

Total: ____ / 100

4. Landed-Cost Worksheet

The meter price is not the cost. Fill the last column for every line, then compare landed cost (not unit price) across suppliers.

Cost line	What to include	Cost
Fabric unit price	Per meter, freight from	
Samples & lab dips	Cost and any credit back	
Certification & TC fees	If any	
Roll packaging & wrapping	Per batch	
Inland freight	Mill to port / port to warehouse	
Ocean freight	The lane rate	
Marine insurance	% of value	
Import duty & taxes	Your HS-code rate	
Customs brokerage	Entry fee	
Currency exposure	FX buffer on the contract	
Payment costs	LC / bank fees	
Inventory buffer	Safety stock value	
Pre-shipment inspection	QC visit	
Rework / returns reserve	Contingency	

Total landed cost: \$ _____

Sources & References

Verify methods and certificates against these official sources.

ISO 105 - Textiles, colorfastness

<https://www.iso.org/standard/3803.html>

ISO 9001 - Quality management

<https://www.iso.org/iso-9001-quality-management.html>

Global Organic Textile Standard (GOTS)

<https://global-standard.org/>

OEKO-TEX - label check

<https://www.oeko-tex.com/en/label-check>

ECHA - Candidate List of SVHCs

<https://echa.europa.eu/candidate-list-table>

U.S. Consumer Product Safety Commission

<https://www.cpsc.gov/>

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Send Us Your Fabric Brief

We check your fiber blend, GSM tolerance, PO test methods, and the GOTS/GRS certificates behind a shipment — then pressure-test them on the factory floor before you commit to bulk.

Get Your Brief Reviewed

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