
LANTAOWORK

www.lantaowork.com

WORKWEAR SOURCING · RFQ TEMPLATE

Workwear RFQ & Style Brief Template

Lock the spec before you request a price.
One packet in, comparable quotes out.

Version 1.0 Last updated: September 11, 2026

DISCLAIMER

This template is a procurement planning aid written from a China-side workwear factory's perspective. It is not legal, tax or customs advice. Adapt every field to your program and confirm the applicable standards, Incoterms, duty rates and HS codes before you award any contract.

1. Style Brief

Complete one row per field before any quote is requested. Nothing gets priced until every row is filled and owned.

FIELD	SELECTION	TOLERANCE	OWNER
Garment type & use case	e.g. short warehouse jacket, winter, light rain		
Shell fabric — Option A	e.g. 300gsm cotton canvas		
Shell fabric — Option B	e.g. TC twill (65/35)		
Pocket count & reinforcement zones	cargo pockets, knee patches, elbow patches, double-layer back		
Closure type & reflective placement	e.g. zip front, 2 in vertical tape front and back		
Wash performance & safety standard	e.g. 50 industrial washes, ANSI/ISEA 107 Class 2		
Embroidery / print / private label	logo size, stitch count, label type		
Shipping term	FOB / CIF / DDP		
Size split by region	ratio by region and style		

2. Annual Demand Matrix

Do not price one isolated PO. Consolidate the full year before you ask for a number.

ROW	VALUE
Immediate order volume	
Forecasted replenishment (12 months)	
Region split (NA / EU / APAC)	
Styles sharing shell & trims	
Annual committed volume	

3. Standards Held Constant

Never compare quotes until the standard is fixed. Certified hi-vis is not standard utility wear.

- ☐ Standard(s) held constant: ANSI/ISEA 107 · EN ISO 11612 · NFPA 2112 · EN 1149-5 · EN 343
- ☐ Region variants: EN ISO 20471 (EU) · AS/NZS 4602.1 · CSA Z96 · GB 8965.1
- ☐ Industrial wash / care standard: ____ washes
- ☐ Inspection level (AQL): ____
- ☐ Test reports required with the quote

4. Commercial Terms the Factory Must Disclose

- ☐ Incoterm + named place: ____
- ☐ Volume tiers quoted: 100 / 500 / 2,000 / 10,000 units
- ☐ Written exclusion list (what is NOT in the price)
- ☐ Sample lead time and production lead time
- ☐ Setup, digitizing and testing fees stated as separate lines

5. Size & Color Ratio Matrix

SIZE	COLOR 1	COLOR 2	COLOR 3	ROW TOTAL
XS				
S				
M				
L				
XL				
2XL+				

6. Sign-off

ROLE	NAME	DATE
Prepared by (procurement)		
Reviewed by (safety / operations)		
Approved by (finance)		

LANTAOWORK RFQ TEMPLATE

Price the spec, not the vague request.

Send one live quote — we return a line-by-line cost breakdown, a sealed trim card requirement and a factory-direct comparison before you commit.

CONTACT US

Website www.lantaowork.com

Email info@lantaowork.com

Office Hangang Sci & Tech Industrial Park, Jintan Road,
Dongxihu District, Wuhan, Hubei, China

Request a free, transparent quote: <https://www.lantaowork.com/contact-us/>