

Fillable PDF

BESPOKE *Order* WORKFLOW TEMPLATE

FOR CLOTHING BRANDS

TRACK. MANAGE. DELIVER EXCELLENCE.

Bespoke Order Workflow

	INQUIRY & CONSULTATION	DESIGN & APPROVAL	MEASUREMENTS	QUOTATION & PAYMENT	PRODUCTION	FITTING & ADJUSTMENTS	QUALITY CHECK	DELIVERY	FOLLOW-UP & FEEDBACK
Client Name									
Order No.									
Date									
Due Date									
Status									
Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STAY ORGANIZED.
DELIGHT YOUR CLIENTS.**

A complete workflow template to manage every step of your bespoke orders with ease.

ntei.org.ng

 **NAIJA
TAILORS
EMPOWERMENT
INITIATIVE**



Serial No:

1. CLIENT INFORMATION

- Full Name:
- Address:.....
.....
- Phone/WhatsApp:
- Email:
- Order Type: RTW Bespoke

2. ORDER DETAILS

Style 1:

- Occassion:
- Style Description:
-
-
- Fabric type:
- Color:
- Accessories/Embellishment:
-
- Order Price: Production cost:.....

3. MEASUREMNTS

Method Used:

- Video Call Physical Client Submitted Photo Reference

Notes/Adjustments:



2. ORDER DETAILS (MULTI STYLE)

Style 2:

- Occassion:
- Style Description:
.....
.....
- Fabric type:
- Color:
- Accessories/Embellishment:
.....
- Order Price: Production cost:.....

Style 3:

- Occassion:
- Style Description:
.....
.....
- Fabric type:
- Color:
- Accessories/Embellishment:
.....
- Order Price: Production cost:.....

Style 4:

- Occassion:
- Style Description:
.....
.....
- Fabric type:
- Color:
- Accessories/Embellishment:
.....
- Order Price: Production cost:.....

Extra Note (Skip page if client order contains only style 1)



4. DESIGN CONFIRMATION

- Final Design Approval: Yes No
- Approval Method: WhatsApp Email Text
- Approval Date:

Final Design Notes

5. PRICING AND COSTING

Pricing Strategy:

- All (Product + Shipping) Product Only (Shipping Separate)

Cost Breakdown

- Total Production Cost:.....
- Packaging Cost:..... Order weight (kg):
- Logistics Cost Import Duties:
- Total Order Cost:
- Total Price Charged:

6. PAYMENT DETAILS

- Payment Type: Full Part Payment
- Amount Paid: Outstanding Balance:
- Payment Date: Payment Method:.....

7. PRODUCTION TRACKING

- Start Date: Expected Completion date:
- Actual Completion Date:

Quality Check:

- Correct Measurement Neat Finishing No Defect
 Proper Ironing



4. PACKAGING DETAILS

- Packaging Type:
- Branding Included: Yes No
- Extra Item Included (Notes, Tags etc.):

9. SHIPPING AND LOGISTICS

- Courier Service:
- Shipping Date
- Tracking Number:
- Estimated Delivery Time:

Document Checklist:

- Commercial Invoice Packing List Waybill Other:.....

10. DELIVERY AND FOLLOW - UP

- Delivery Confirmed: Yes No
- Confirmation Date:
- Follow - Up Done: Yes No

Client Feedback

What Went Well and What We Can Improve