



*MANUFACTURING  
CHECKLIST*

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TECH PACK SPECIALIST

FOUNDER & DESIGNER



*Bonjour*  
**I'M KIRSTY**

**L**et me introduce myself, I'm Kirsty Alexandra, a womens apparel and accessories tech pack specialist. I work with female led brands just like you - from start ups to established brands worldwide.

*Whether you're starting a new collection or your first collection, change can be a daunting place. I pride myself on unique communication, all the expertise of an agency but holding your hand like a friend.*

*So, let me soak up all that worry and anticipation, let me melt away your anxiety with every chat. Our process all starts with an informal meet and greet over a coffee (even virtually!)*

*So let's get to know each other and make your dream collection a reality!*

*Bisous!*

## CHECKLIST

# Preparing to *MANUFACTURE*

### **SOURCE MATERIALS**

*If you're planning to use a CMT factory and you'll be doing the sourcing yourself, already having your BOM sourced will allow for more accurate costings and speed up time.*

### **FACTORY SHORTLIST**

*Have your shortlist of favourite factories organised into priority list.*

### **FACTORY OUTREACH TEMPLATE**

*Create an email template for your outreach. Include everything on the rest of this list but do **NOT** include moodboards, brand history or other irrelevant info.*

### **BUDGET**

*You'll need to crunch some numbers to see what budget you have to produce your collection and to see what profit you'll make for your planned sell price.*

### **QUANTITIES**

*Many factories will have MOQs so you'll need to know how many units you want to order during bulk production. Think about cost of producing that number of units, the cost of deadstock if it doesn't sell and housing of that stock.*

### **TIMEFRAME**

*You'll need to tell factory of your timeframe, when you need everything ready.*

### **TECH PACKS**

*Finally, of course you'll need to send your tech packs to factory. This will allow them to quote accurately and avoid any price creep.*

*Still*

*RIDING THE STRUGGLE BUS?*

*Get in Touch!*

INFO@KALEXANDRA.CO.UK



**FULL COLLECTION DESIGN**

**SINGLE PRODUCT DESIGN**

**LABEL/HANGTAG DESIGN**

**TECH PACKS**

**GRADED SIZE SPECS**

**CONSULTANCY/MENTORSHIP**

**MANUFACTURING CONTACTS**

KALEXANDRA.CO.UK

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*"Kirsti made my vision come to life and I couldn't be more thankful! She is very attentive to detail, super responsive, and caring. She works extremely hard for her clients. I highly recommend hiring Kirsti!!"*

MADISON TRITICO