CORPORATE CLOTHING SUPPLIER CHECKLIST

8 questions to ask before approving your next staff clothing order.

Supplier: _____ Contact: _____ Review date: _____

✓	CHECK	ASK THE SUPPLIER	RECORD / REQUEST EVIDENCE
☐	Manufacturing & origin	Where are the finished garments made, who oversees production and who is accountable for quality?	Factory / production details; country-of-origin labels
☐	Garment quality	What evidence supports durability, colourfastness, shrinkage control and seam quality?	Garment information; care instructions
☐	Order records	Will you retain our approved styles, sizes, fabric details and previous order history?	Example of records and reorder process
☐	Future availability	Can we reorder matching garments as staff join, leave or require replacements?	Style availability; alternatives
☐	Replenishment lead times	How long will additional orders take, and are there minimum order quantities?	Written lead times; minimum quantities
☐	Tolerances & remedies	What tolerances apply, and what happens if delivered garments are defective or differ from specifications?	Written tolerances; inspection, returns and remedy terms
☐	Delivery & support	Who handles delivery delays, incorrect quantities, sizing problems and follow-up queries?	Delivery plan; named contact; escalation process
☐	Whole-life value	Beyond unit price, what will fitting, delivery, maintenance and replacements cost?	Itemised quote; expected lifespan; replacement pricing

BUYER'S FINAL CHECK: Have you received written answers and agreed the specifications, responsibilities and remedies before placing the order?

Decision: ☐ Approved ☐ More information needed ☐ Do not proceed Notes: _____