

Hi-Vis Workwear RFQ Checklist

Use before requesting quotations or approving a supplier response.

Planning tool only. Confirm market-specific safety, conformity and legal requirements with a competent professional.

Use case and market

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| ☐ Destination country and industry | ☐ Worksite hazards and vehicle movement |
| ☐ Day/night and viewing conditions | ☐ Rain, heat, cold and contamination |
| ☐ Task duration and wearer movement | ☐ Mandatory vs preferred requirements |

Garment specification

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| ☐ Garment type and intended layering | ☐ Fabric, colour and approximate weight |
| ☐ Reflective material and tape layout | ☐ Zip, storm flap and closures |
| ☐ Hood, cuffs, hem and pockets | ☐ Lining, insulation and care method |

Sizing and branding

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| ☐ Finished measurements and tolerances | ☐ Size range and grading rules |
| ☐ Fit-over-clothing requirement | ☐ Logo file, size, method and position |
| ☐ Logo does not cover critical areas | ☐ Label languages and artwork |

Evidence and approvals

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| ☐ Applicable standard and edition | ☐ Certificate/report identifies exact style |
| ☐ Documents match proposed materials | ☐ Development sample approval |
| ☐ Size-set and pre-production approval | ☐ Bulk inspection plan |

Commercial terms

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|---|---|
| ☐ MOQ and quantity price breaks | ☐ Currency, Incoterm and named place |
| ☐ Samples, tooling and artwork charges | ☐ Packaging and carton assumptions |
| ☐ Payment and production lead time | ☐ Quotation validity and exceptions |

Prepared for reflective-workwear procurement planning • reflective.cn