

Production Notes

Keep the approved garment connected to the order.

An approved sample is the beginning of a production conversation, not the complete order record. Quantities, colors, labels, packing and shipment still need to describe the same project. These notes help buyers organize the handoff and ask useful questions as work progresses. They follow SALATI's development and manufacturing sequence while leaving the commercial terms and acceptance requirements to be agreed for the individual order.

WHO THIS IS FOR

For buyers, brand operations teams and founders preparing to move an approved garment into production.

01 / Assemble the release record

Create one current order record linking the style code, approved sample, specification revision and artwork files. Add the agreed material and trim references, color identifiers, labels and packing instructions. A reference garment is valuable, but the team also needs to know which written version belongs to it.

Check the order breakdown by style, color and size. For sets, make clear whether tops and bottoms are paired in fixed combinations or ordered separately. Ask SALATI to confirm the order scope, the applicable quantities and any open sourcing decision before work is scheduled.

Attach the accepted quotation and the terms agreed for the project. These may cover sample development, production, packing and shipment in different ways. Identify any item that remains outside the quotation. A proposed quantity, requested date or earlier discussion should not silently become an approved order instruction.

02 / Understand the manufacturing handoff

SALATI's manufacturing process begins with product and process review, fabric and trim sourcing, pattern development, sampling and client revisions. Pre-production sample approval is followed by scheduling, cutting, sewing, decoration or finishing, pressing, inspection, packing and shipment. Use those stages as a conversation framework, then ask which sequence applies to your design.

At each handoff, identify the reference being used and the decision required to move forward. For materials, that may mean a confirmed fabric and trim combination. For sewing and finishing, it means the current construction and decoration requirements. Avoid assuming that every style follows exactly the same operation order.

Ask which activities SALATI coordinates for the specific garment and where the relevant work will take place if that matters to your project. SALATI offers several technique directions, but it does not establish that every operation is performed in-house. Record the answer alongside the agreed production plan.

03 / Request updates that support a decision

Agree an update rhythm and a single contact for collecting questions. Useful updates identify the style, stage, current issue and next action. A photograph without a style code or explanation may show activity without clarifying what you need to approve. Ask that any item requiring a buyer decision is separated from general progress information.

When a proposed change appears, record the original requirement, the suggested alternative and the reason. Ask which part of the garment, order scope or schedule would be affected. Confirm the decision in writing and update the approved files before treating the alternative as the new reference.

Keep commercial and production dates precise. Distinguish a target completion date, planned dispatch and requested arrival. Material availability, order quantity and process complexity can affect the project, so ask for the applicable schedule after the scope is reviewed. A general fastest-case statement is not the schedule for your particular order.

04 / Agree the inspection and packing information

Ask how the finished order will be checked against the approved sample and specification. Define which measurements, construction details, decoration, labels and quantities need to be reviewed, together with the evidence you expect to receive. Inspection is included in SALATI's manufacturing process, but a specific inspection method or acceptance standard should be agreed for your order.

If you require particular testing or records, raise the requirement while the brief is being reviewed. Identify the product, material and purpose clearly. Ask for the relevant documentation rather than treating a general capability statement as evidence that a particular test has been completed.

Prepare the packing instructions before the final stage. SALATI lists individual packs, hang tags, carton marks and export packing. Specify the arrangement you need: identification on each packed garment, size and color information, set pairing, carton contents and any buyer reference required on the cartons. Confirm who supplies each final artwork file.

05 / Prepare for dispatch and the next order

Confirm the consignee, destination and contact details before shipment is arranged. SALATI's shipping options include sea freight, air freight and international express. Ask which option is proposed for your order, what the quotation includes and how the expected dispatch and arrival information will be communicated.

Review the shipment records and packing information against the order breakdown. Keep an accessible copy of the approved specification, production correspondence and the documents supplied with the shipment. At receipt, use the carton identification and your order record to organize the check, and record any issue with photographs and the affected style, size or carton reference.

For a reorder, begin with the previous order code and its approved reference. State whether you want an exact repeat or a revision, and list the changes separately. Ask for current confirmation of the material, quantities and schedule; the previous order is a useful reference, not an automatic commitment to unchanged commercial terms.

06 / Production handoff checklist

Keep this checklist with the final order record and use it to identify the remaining decisions before release.

- ☐ Approved sample, specification and artwork revisions match.
- ☐ Style, color, size and set quantities are reconciled.
- ☐ Materials, trims, labels and packaging references are connected.
- ☐ The quotation scope and remaining open items are recorded.
- ☐ Updates, change approvals and contact responsibilities are agreed.
- ☐ Inspection information and packing instructions are defined.
- ☐ Destination, dispatch expectations and shipment arrangements are confirmed.

Bring your notes to SALATI.

Share your reference, planned quantities and the decisions you would like help with. Contact eddy@salatiapparel.com.

Confirm materials, quantities, fees, timing and acceptance requirements for your individual project.