

Your cap brief

Fill in what you know. Leave unknown details blank for discussion.

Download first, then fill and save in a PDF reader that supports forms. Reopen to check saved values.

Use English / Latin characters in electronic fields. For other scripts, attach a separate reference file.

01 Style, version & contact

Style / reference code

Revision and date

Contact name / company

Email

Intended use / cap type

Delivery country / destination

Desired arrival date / window (not a confirmed promise)

02 Quantity by colour and size

Colour reference 1

Size / fit reference

Quantity (pieces)

Colour reference 2

Size / fit reference

Quantity (pieces)

Colour reference 3

Size / fit reference

Quantity (pieces)

03 Reference and changes

Reference photos / links / what to keep or change

Keep the same style code and revision on your images and all sample feedback. Extra rows: attach a file.

Fit & materials

Record components separately. A material name is not a performance test.

04 Measurements to agree on the sample

Head circumference measures the wearer. Inside circumference measures the cap at the sweatband line.

State the closure position, relaxed/stretched condition and method. No default size or tolerance is implied.

Unit (cm / in)

Closure / measurement condition

Wearer head circumference

Cap inside circumference

Crown depth + measurement points

Brim length / width + points

Requested tolerance (to agree)

Fit sample / measurement reference

05 Material references by component

For each line: material / supplier code, colour, composition source and finish. Unknown is acceptable.

Shell / outer fabric

Mesh panels (if used)

Lining (if used)

Sweatband - skin-contact face, backing / layers

Internal seam tape / edge binding

Any weight, width or performance claim needs a matched source or agreed test. Record details on page 3.

Do not use a lining or seam-tape specification as the sweatband specification.

Branding & sample approval

Approve a clear revision before the production specification is locked.

06 Decoration, labels & packing

Logo / artwork file and revision

Decoration method / colours

Logo size + unit

Placement + reference points

Labels / internal tape / hang tags: type, position, artwork

Requested packing / carton marks (subject to confirmation)

07 Evidence and acceptance

Material / photo IDs; measured dimensions or weight + method/date

Requested performance; test method / evidence / acceptance to agree

Sample ID / revision under review

Status: review / revise / approved

Requested changes / approval notes (not an electronic signature)

Reviewed by

Review date

READY TO SHARE?

Save this completed PDF and upload it at nancrown.com/contact.

Up to 3 files, 4 MB total: JPG, PNG, WEBP or PDF. You can also email info@nancrown.com.

A request is not a confirmed quote, delivery date or material approval.