

Project RFQ Worksheet

Use this worksheet to prepare the minimum information needed for a useful B2B cycling apparel review.

1. Buyer and project

Company / organization	Legal or trading name used for the inquiry.	
Buyer / coordinator	Name, role, work email and decision responsibility.	
Buyer type	Team, club, bike shop, distributor, event, corporate or private label.	
Destination	Country plus state/region; note multiple destinations separately.	
Required in-hand date	Month, event date or launch window; identify fixed deadlines.	

2. Product and quantity

Product families	Jerseys, bibs, layers, accessories, complete kit or private-label range.	
Intended rider / use	Race, club, endurance, gravel, event, retail or other program.	
Estimated quantity	By product and rider pattern; include approximate size range.	
Fit direction	Race, club, endurance, women-specific, youth or guidance required.	
Reorder expectation	One-time project, seasonal range, member additions or replenishment.	

3. Artwork, samples and operations

Artwork status	Not started, logos ready, concept ready or production artwork ready.	
Critical brand inputs	Sponsor hierarchy, color-critical marks, names/numbers and permissions.	

Sample purpose	Fit, material, appearance, color or pre-production approval.	
Labels / packaging	Internal labels, hangtags, bags, barcode or retail-ready needs.	
Ordering / fulfillment	Bulk coordinator, member window, individual packing or direct delivery request.	

Commercial boundary: This worksheet is not a quote. Product specification, MOQ, price, sample route, production timing, payment, packaging, shipping, duties and exclusions are confirmed in the written project documents.