

Product Sourcing Brief

Tell us about the uniforms or promotional products you need, and we'll take it from there.

1 Basic Project Info

Company / Organization Name *

Contact Name *

Email *

Phone Number

What is this order for? (e.g. staff uniforms, event giveaway, trade show) *

Target Delivery / Event Date

One-off or ongoing/recurring need?

One-off

Ongoing

2 Product Type

Are you looking for uniforms, promotional products, or both? *

Uniforms

Promotional Products

Both

If uniforms, complete Section 3A on page 2. If promotional products, complete Section 3B. Complete both if needed.

3A Uniform Details

Role / Department needing uniforms

Garment types needed:

Polos Shirts Jackets Aprons Hi-Vis Footwear Other

Approximate quantity needed

Do you have size breakdowns already?

Yes No, need help

Fabric / performance requirements:

Breathable Waterproof Flame-resistant Stretch Not sure

Existing uniform to match or replace? If yes, please describe.

Industry / compliance requirements (e.g. hi-vis standards, food safety)

3B Promotional Product Details

Product category:

Apparel Drinkware Tech Accessories Bags Stationery Eco-friendly
Other

Approximate quantity needed

Quality / value tier

Specific product ideas already in mind?

4 Branding

Do you have logo files ready?

Yes No Need design help

Brand colours (hex or Pantone, if known)

Logo placement preference

Preferred decoration method:

Embroidery Screen Print DTF Laser Engrave Not sure – recommend

Please attach your logo file (vector / AI / EPS preferred) when you email this form back to us.

5 Budget & Logistics

Budget range

Deadline flexibility

Fixed Flexible

Delivery address

Single location or multiple delivery sites?

Single location Multiple sites

6 Anything Else?

Inspiration links, examples, past supplier issues — anything that helps us understand the brief.

Thank you — once complete, save this .pdf and email it back to Sharp Impressions — info@sharpimpressions.com.au.

Please also send a copy of your logo for us to review colours and proportions.

If your organisation has a 'branding guidelines' document, that's also very helpful to include.

on time or it's free guarantee