

Urban Outfitters Sample Requirements

Fit and Risk Assessment Procedure

The below procedure has been designed to improve speed to market, minimise sampling and reduce lead times.

Apparel fit comments will be sent via email from: ukfitmailboxuo@urbanout.com

Homeware fit comments will be sent via email from ukhomemailboxuo@urbanout.com

DO NOT send email queries to these accounts as they are not manned.

- All products MUST arrive with identification labels or tickets detailing the style name, reference code, sample type, fabric, composition and date.
- All samples MUST be sent with a paper copy of the measurement spec. Specs MUST NOT be sent via email unless requested by the technologist.
- Once a product is sealed it is approved to proceed to bulk. Do not submit REF or PP samples unless requested to do so by the technologist.
- One size small and one size medium wearer trial sample to be factored into the critical path for ACTIVEWEAR only.
- All TOP samples must be submitted with a TOP Ticket. See appendix (1)
- If a product has a sustainable credential, e.g. organic, the vendor must complete the web copy section of the TOP Description Ticket. The description will have been pre-approved by the technologist at the time of testing approval.
- Graded specs will not be 'approved' by Urban Outfitters however you are required to use the Urban Outfitters grade rules for bulk production.
- Graded specs to be completed, by the Vendor, once the product is sealed and sent for reference to the respective email box listed above.
- Deliveries MUST not ex- factory until you have received TOP (top of production) approval from Urban Outfitters.

TOP Sample Requirements

- **Apparel & Soft Accessories**
3 x TOP samples

Womenswear: 2 x Small, 27" waist. 1 x Large, 32" waist. For sized bras, 3 x 34B.

Menswear: 2 x Medium, 32" waist. 1 x X-Large, 36" waist

Accessories: Small/One size

- **Homeware & Hard Accessories**
One Size

1 x TOP sample to be sent in the following products:

Tapestries, Rugs, Cushions, Throws and Storage

2x TOP samples to be sent in the following products:

Lighting, tech & media, drinkware, table top, candles, novelties, stationary, home accessories, kitchen accessories & wall art

1 x Single Size & 1 x King Size and 3 x Double Size TOP samples

Bedding