

URBAN OUTFITTERS VENDOR WELCOME & PROCESS

This manual provides all the necessary information to help you understand the fit, quality, garment testing and minimum construction requirements for Urban Outfitters, Inc. brands. Urban Outfitters Inc. produces and sells high quality garments and accessories. All vendors manufacturing products for UOI must adhere to “best practice” industry standards regarding all aspects of product development & production.

The intention of this manual is to set forth our key minimum quality construction standards to thereby enable all vendors to knowingly enter into a business agreement with UOI. All vendors involved with the development & manufacture of garments & accessories for UOI must carefully review this manual and ensure all products are made according to these minimum standards.

This list does not include all of our standards; however, it does highlight the most important details. Any deviation from these standards must be approved by the Technical Designer prior to the start of bulk production.

Urban Outfitters reserves the right to cancel, charge back or enforce repairs on any order if our minimum construction standards are not strictly followed.

Process - When a style is initiated, the technical designer will send to you or reveal in PDM a set-up. This will include a sketch, list the fabric & trims, provide spec and construction information and a block to be used as the basis for the first pattern. From this, you will create a first sample and send this sample to the technical designer for comments. *(All fit samples should be made using the approved quality fabrics, trims & wash treatments. If substitute qualities are used to make a fit sample and that sample is then approved for production then the vendor must assume full responsibility for testing & comparing all approved qualities against the substitute qualities to ensure the production garment will have the same feel, function, fit & appearance as the approved fit sample unless otherwise noted.)* After the sample is evaluated, comments will be sent to you or posted in PDM. This process continues until the style is approved. Once the style is approved, graded specs and final finishing details will be sent or revealed to you in PDM.

All garments must be tested according to the wash care standards outlined in this manual. The tests should be sent to the technical designer for approval. You must arrange for and submit the testing results in a timely manner so that there is no delay in production.

How to Use a Block

IMPORTANT PATTERN MAKER!! MUST READ!!

The Technical Designer will supply a block to be used to develop each style. This block will be revealed in the PDM file for that style or it will be sent if the vendor does not have access to PDM.

The block pattern is based on our base body measurements and has been fit on our live fit model. Our block patterns do not have any style lines or details; they are a BASE FORM for fit and shape and **MUST** be used as the basis to develop our garments. The vendors are to take the block pattern and change it only as outlined in the tech pack for style lines and construction details and to meet any revised specs. Note: If the specs are different than the block, the vendor is only to change those points of measure. If the changes can not be made without affecting another point of measure please contact the appropriate technician to clarify. The basic shape of the block pattern should never be changed, i.e. the shape of the front and back rise on a pant, the armhole and sleeve cap shape on a jacket ect...

The Block Pattern does not include the following:

- 1) Seam & Hem Allowances
- 2) Shrinkage (Note: *When adding shrinkage to the block the vendor must add to all pattern pieces consistently to maintain block shape*)
- 3) Lining
- 4) Facings

It is the vendor's responsibility to adjust the pattern as necessary to allow for all of the items listed above.

Each vendor **MUST** send a copy of their pattern with each corresponding sample. This pattern **MUST** be without seam allowance or shrinkage.

Pattern Importing & Exporting Patterns Procedure for Agents

IMPORT / EXPORT RECEIVE THESE FILES ONLY:

- .mdl
- .dxf
- .zip (folder containing .iba/.vet files)

EXPORTING FOR VENDORS:

NAMING FILES AND PATTERN PIECES CORRECTLY:

File names and individual pattern piece names **MUST** be labeled correctly:

- Names must not exceed 32 characters
- Names must not contain any spaces between characters.
- Names must not use any special or foreign characters.

NAMING AND LABELING PATTERN PIECES FOR PRODUCTION PATTERNS:

The vendor must indicate fabric on the pattern pieces using fabric labels:

- S for self
- L for lining
- F for fuse
- I for interlining
- C for combo
- M for marker

SEAM ALLOWANCE: most patterns are without seam allowance and shrinkage. If pattern has seam allowance this must be indicated in email when sending pattern.

INSURING THE PATTERN SCALE IS ACCURATE:

We **MUST** implement a standard method to insure that both the imported and exported patterns are correctly scaled when sent and received.

This will be the first step when pattern is received before checking pattern pieces. If the square does not measure 5" X 5", the pattern should be resent and may not be accurate

- All patterns for domestic or Overseas sampling /production will now include a **5" x 5" BLOCK FOR MEASURING PURPOSES ONLY.**
- The 5" x 5" BLOCK will NEVER have seam allowance.

SCREEN SHOTS: Send screen shot of the pattern in email as the vendor sees it on their screen. This will help us to:

- Identify the software the pattern was created in to trouble shoot for failed exports.
- Account for all the pieces visually matching the screen shot to the imported pattern.

*******URBN will follow same procedures for patterns**



Urban Outfitters
- Womens - 6
UOS-WMS0006-0703

03-Apr-08-PF
E. Pajic

Standard Measurements	Client	Alva
Neck Base	14 1/4	✓
Across Shoulder	15 1/2	✓
Shoulder Drop	1 7/8	✓
Across Front	13	✓
CFneck To Across Front	3	✓
Across Back	14 1/4	✓
CBneck To Across Back	5 3/8	✓
Chest	-	-
-Chest Height	-	-
Under Pecs	-	-
Bust	36	✓
-Bust Height	48 1/2	✓
Under Bust	31 1/2	✓
-Under Bust Height	45 7/8	✓
Apex To Apex	7 3/4	✓
Halter	27 1/4	✓
HPSto Apex	10 7/8	✓
Waist	28	✓
-Waist Height	42 1/8	✓
CFneck To Waist	14 1/4	✓
CBneck To Waist	15 7/8	✓
High Hip	34 1/2	✓
-High Hip Height	37 3/4	✓
Waist To High Hip	4	✓
Low Hip	38	✓
-Low Hip Height	33 7/8	✓
Waist To Low Hip	8	✓
Inseam	30 3/8	✓
Total Rise	27 3/4	✓
Thigh	22	✓
-Thigh Height	29 1/4	✓
Knee	14 1/4	✓
-Knee Height	18 1/4	✓
Calf	13 3/4	✓
-Calf Height	12 3/4	✓
Ankle	9 1/4	✓
-Ankle Height	2 3/4	✓
Armhole	16	✓
CBneck To Wrist	31	✓
Arm Length	23 1/4	✓
Bicep	11	✓
Elbow	9 7/8	✓
Wrist	6 1/8	✓
Vertical Trunk	-	-
Arm Extension	1 1/2	✓
Extra Measurements	Client	Alva
Total Height	65 3/4	✓
-CBNHeight	57 5/8	✓
Shoulder Length	5 3/8	✓
Mid Neck	13 1/4	✓
CFneck To Mid Neck	1 1/8	✓
CBneck To Mid Neck	0 7/8	✓
-CFwaist Height	41 3/4	✓
-CBwaist Height	42 1/4	✓
Waist To Low Low	9 1/4	✓
Thigh Crease	22 3/8	✓

Urban Outfitters
- Womens - 6
UOS-WMS0006-0703



Standard Measurements	Client	Alva
Neck Base	16 1/8	✓
Across Shoulder	17 3/4	✓
Shoulder Drop	2 1/4	✓
Across Front	15 1/8	✓
CFneck To Across Front	3 1/2	✓
Across Back	16 5/8	✓
CBneck To Across Back	7	✓
Chest	38 1/2	✓
-Chest Height	51 1/4	✓
Under Pecs	35	✓
Bust	-	-
-Bust Height	-	-
Under Bust	-	-
-Under Bust Height	-	-
Apex To Apex	-	-
Halter	-	-
HPSto Apex	-	-
Waist	32	✓
-Waist Height	43 3/4	✓
CFneck To Waist	15 7/8	✓
CBneck To Waist	18 3/8	✓
High Hip	36	✓
-High Hip Height	39 3/4	✓
Waist To High Hip	4	✓
Low Hip	38	✓
-Low Hip Height	35 3/4	✓
Waist To Low Hip	8	✓
Inseam	33 1/4	✓
Total Rise	27 1/8	✓
Thigh	22	✓
-Thigh Height	32 1/4	✓
Knee	15 1/4	✓
-Knee Height	20 1/4	✓
Calf	15	✓
-Calf Height	13 5/8	✓
Ankle	10 1/2	✓
-Ankle Height	2 3/4	✓
Armhole	18 1/2	✓
CBneck To Wrist	33 7/8	✓
Arm Length	25 1/8	✓
Bicep	12 3/4	✓
Elbow	12	✓
Wrist	7	✓
Vertical Trunk	65 5/8	✓
Arm Extension	-	-
Extra Measurements	Client	Alva
Total Height	71	✓
Mid Neck	15 1/8	✓
Forearm	11	✓
Pants Waist	33 1/2	✓
Waist To Pants Waist Front	1 1/2	✓
CFneck To Mid Neck	1 1/4	✓
CBneck To Mid Neck	1	✓
Hand Length	7 5/8	✓
Hand Width	4	✓
Foot Length	10 1/2	✓
Foot Width	4	✓



URBAN OUTFITTERS INC BRAND SIZES & GRADE JUMPS

ANTHROPOLOGIE

	BASE	RANGE	JUMP
NUMERIC	6/28	0/14 and 25/33	10-12 and 30-31
ALPHA	SMALL	XS-XL	LARGE
PETITE	6P/28P	0P/14P and 25P/33P	12P/31P
	Inseam/Outseam -2";Lower Thigh Placement -1/2", Knee Placement -1"		
TALL	6T/28T	0T/14T and 25T/33T	12T/31T
	Inseam/Outseam +3";Lower Thigh Placement +3/4", Knee Placement +1 1/2"		

FREE PEOPLE

	BASE	RANGE	JUMP
NUMERIC	6/28	0/12 and 24/31	NONE
ALPHA	SMALL	XS-L or XS/SM-M/L	NONE
SALESMAN SAMPLES	4/27		

URBAN WOMEN'S

	BASE	RANGE	JUMP
NUMERIC	6/28	0/12 and 25/32 or 24/31	10-12 and 30-31
ALPHA	MEDIUM	XS-L	LARGE

URBAN WOMEN'S UK

	BASE	RANGE	JUMP
NUMERIC	6/29	0/12-26/32	NONE
ALPHA	MEDIUM	S-L	NONE

Vendor Standard Proto Procedures for Washed Garments

1. Once the sampling yardage is received the shrinkage test is done
 - Shrinkage test consists of cutting a minimum of (5) 18 x 18 squares and putting them through a similar wash/dry to duplicate the wash done on the proto
 - Squares are measured before and after and an average shrinkage of length and width is established.
2. The patternmaker converts the block to the desired style.
3. The shrinkage is applied to pattern evenly to all pattern pieces on all sides so not to distort the shape. **IMPORTANT: The shrinkage must be applied to the paper pattern carefully BEFORE cutting out the fabric.** The pattern with the shrinkage is saved. A copy *without* the shrinkage and seam allowances and is printed/traced and forwarded to be attached to the sample when it is sent to the states.
4. Sample is sewn and sent to the wash facility.
5. A designated merchandiser in each area will be responsible to measure the sample according to the spec. The person measuring the sample will be listed on the spec sheet that will accompany the sample to the states and will be held accountable.
6. The merchandiser will also be responsible for filling out the Yellow cards with all the required information.
7. If sample is within a W1 or K1 tolerance it will be sent to the states
8. If sample is *not* within a W1 or K1 tolerance, the sample is rejected and sent back to the patternmaker for review. The pattern is corrected and a new sample is sewn/washed and measured for accuracy.
9. For minor discrepancies – E-mail the appropriate Technical Designer and describe the discrepancies and get approval before sending. Be sure to mark all discrepancies on the yellow tag attached to sample

URBAN OUTFITTERS TOLERANCES

*Based on Flat Measurements (02-12)

		KNITS			WOVENS		
POM CODE	POM	TOLERANCE LEVEL:			W1	W2	W3
		Level 1	Level 2	Level 3			
	Tops & Dress length(28" and over)	3/4	1	1 1/2	3/8	5/8	3/4
VF04	Body Length @CF fr HPS(up to 28")	5/8	7/8	1 1/4	3/8	1/2	1/2
SK03.1	Skirt Length fr Top Waist(under 18")	3/8	1/2	5/8	1/4	3/8	1/2
SK03	Skirt Length fr Top Waist @CB(Over 18")	1/2	5/8	3/4	3/8	1/2	5/8
HF09,10,11,12	Chest/Waist	1/2	3/4	1	1/4	3/8	1/2
HF22, 23, 24, 25	Bottom Opening	1/2	3/4	1	1/4	3/8	1/2
HF07, 07.1	Across Shoulder	1/2	3/4	1	1/4	3/8	1/2
HF08, 08.1	Across Chest	1/2	3/4	1	1/4	3/8	1/2
HB04, 04.1	Across Back	1/2	3/4	1	1/4	3/8	1/2
AH01	Armhole - Straight	3/8	1/2	3/4	3/16	1/4	3/8
SS09	Sleeve Width 1" below AH	3/8	1/2	5/8	1/8	1/4	3/8
SS02	SLV Length Fr Shoulder-Long	3/8	1/2	3/4	1/4	3/8	1/2
SS03	SLV Length Fr Shoulder-Short	1/4	3/8	5/8	1/8	1/4	3/8
SS04	SLV Length Fr NK SM @HPS-Long	5/8	3/4	1	1/2	5/8	3/4
SS05	SLV Length Fr NK SM @HPS-Short	1/2	5/8	7/8	3/8	1/2	5/8
SS11	Slv Width @5" up from Opening	3/8	1/2	5/8	1/8	1/4	3/8
SS15	Slv Width @Opening-Long	3/8	1/2	5/8	1/8	1/4	3/8
SS19	Slv Width @Opening-Short	3/8	1/2	5/8	1/8	1/4	3/8
HF01, 01.1	Neck Width	3/8	1/2	3/4	1/4	3/8	1/2
VF09, 09.1	Front Neck Drop-(Under 5")	1/8	1/4	3/8	1/8	1/4	1/4
VF10 & 10.1	Front Neck Drop-(Over 5")	3/8	3/8	1/2	1/4	3/8	3/8
VB04 & 04.1	Back Neck Drop-(Under 3")	1/8	1/8	1/4	1/8	1/8	1/4
VB04.2 & 04.3	Back Neck Drop-(Over 3")	1/4	1/4	3/8	1/8	1/4	1/4
ST01	Strap length-Total	1/4	1/4	3/8	1/4	1/2	1/2
CL11,12,13	Neckband Length	1/2	1/2	3/4	1/4	3/8	1/2
ZF07.1	Zipper Opening - (8" or under)	1/8	1/4	3/8	1/4	1/4	1/4
ZF07	Zipper Opening-(over 8")	1/4	1/2	3/4	1/2	1/2	1/2
HF14	Waist @Top	1/2	3/4	1	1/4	3/8	1/2
HF18,19,20,21	High Hip/Low Hip	1/2	3/4	1	1/4	3/8	1/2
PT01, 02	FT/BK Rise from Top Waist	1/2	5/8	3/4	1/4	1/2	5/8
PT03	Thigh @1" below Crotch	1/2	5/8	3/4	1/4	3/8	1/2
PT05	Knee	1/2	5/8	3/4	1/4	3/8	1/2
PT06	Leg Opening-(for inseams over 6")	1/2	5/8	3/4	1/4	3/8	1/2
PT07	Leg Opening-(for inseams under 6")	1/2	5/8	3/4	1/4	3/8	1/2
PT08	Inseam - (22" and longer)	3/4	1	1 1/2	1/2	5/8	3/4
PT09.3	Inseam - (6" to 21")	1/2	5/8	7/8	1/4	3/8	1/2
PT09	Inseam - (under 6")	1/4	3/8	1/2	1/4	1/4	3/8
	Position Points-msrmts under 5"	1/8	1/4	1/4	1/8	1/5	1/4
	Position Points-msrmts 5"-14"	1/4	1/4	3/8	1/4	3/8	3/8
	Position Points-msrmts 15"-over	3/8	1/2	5/8	3/8	3/8	1/2
DP 01	Detail Placement from HPS(Under10")	1/4	1/4	3/8	1/8	1/4	1/4
DP 02	Detail Placement from HPS (Over 10")	3/8	3/8	1/2	1/4	3/8	3/8
DS02	Drawstring Length-Total	1/2	3/4	1	1/2	3/4	1
DS01	Drawstring Length(Exposed)	1/4	3/8	1/2	1/4	3/8	1/2

KNIT	WOVEN
Level 1 • All non-washed & light washed cut and sewn fabrics • All medium and fine gauge sweaters (8 to 16 gauge)	Level 1 • All non-washed & light wash fabrics. • All men's soft woven shirts. • Non-washed or light washed denim • Lycra fabrics under 2%.
Level 2 • Sweaters 7 to 4 gauge • All heavy washed, burnout & garment dyed cut & sewn fabrics • All thermal fabrics.	Level 2 • All heavy washed and garment dyed fabrics. • Styles with multiple wash finishes. • Lycra fabrics over 2%.
Level 3 • Crinkle fabrics. • Sweaters under 4 gauge • Heavy hand knit + crochet sweaters	Level 3 • Non-washed filled outerwear. • Crinkle Texture fabrics(3" expands up to 5/8") • Crinkle Performance fabrics (3" expands over 3/4") • Washed filled outerwear

IMPORTANT

*GARMENTS MUST HAVE AN APPARENT GRADE BETWEEN SIZES FOR SHIPMENT TO BE ACCEPTABLE

* WHEN APPROPRIATE, THE TECHNICAL DESIGNER HAS THE DISCRETION TO ASSIGN TOLERANCE BASED ON THE UNIQUE PROPERTIES OF ANY STYLE. THE TECH WILL ADVISE ANY SPECIAL TOLERANCES AT THE TIME OF APPROVAL.

* ALL WAIST POMs OR ANYOTHER POM THAT HAS BEEN STABILIZED REMAINS AT LEVEL 1 TOLERANCE.

* THE POM'S FOR GARMENTS THAT ARE MADE OF BOTH WOVEN & KNIT FABRICS WILL FOLLOW THE TOLERANCE FOR EACH RESPECTIVE FABRIC.

* THE TECHNICAL DESIGNER WILL ADVISE THE TOLERANCE LEVEL FOR ANY BIAS CUT GARMENT.

Quality Assurance Statement

You MUST follow all the standards, and requirements outlined in this manual. All measurements are to finish within the stated tolerances. All details and finishings are to be completed within the guidelines of the AQL.

Open communication is one of the best tools to meet this goal. Please feel free to contact us about any information in the manual, or on individual style specifications that will aid in maintaining the standards of Urban Outfitters. Thank you.

MILITARY STANDARD 105D SINGLE SAMPLING PLAN

LOT SIZE BY COLOR	REDUCED LEVEL					NORMAL LEVEL					TIGHTENED LEVEL				
	Sample Size	MAJOR		MINOR		Sample Size	MAJOR		MINOR		Sample Size	MAJOR		MINOR	
		AQL 2.5		AQL 4.0			AQL 2.5		AQL 4.0			AQL 2.5		AQL 4.0	
		A	R	A	R		A	R	A	R		A	R	A	R
151 TO 280	13	1	2	2	3	32	2	3	3	4	50	3	4	5	6
281 TO 500	20	1	2	2	3	50	3	4	5	6	80	5	6	7	8
501 TO 1200	32	2	3	3	4	80	5	6	7	8	125	7	8	10	11
1201 TO 3200	50	3	4	5	6	125	7	8	10	11	200	10	11	14	15
3201 TO 10,000	80	5	6	7	8	200	10	11	14	15	315	14	15	21	22
10,000 TO 35,000	125	7	8	10	11	315	14	15	21	22	500	21	22	21	22
Urban Retail Wholesale/Ecomm Final Audit AQL 4.0						ALL In-Process Audit AQL 2.5					Anthropologie Retail/Catalog Final Audit AQL 2.5				

A= Accept R=Reject