

Free People Wholesale Ticketing Guide

Item	Vendor Application Instruction	Ticket Type
Sweaters	left armhole seam on outside of garment	swift tacked
Tops	left armhole seam on outside of garment	swift tacked
Halter Tops/ Tube Tops	upper left side seam on outside of garment	swift tacked
Bottoms – Pants/Shorts	left side waistband on outside of garment	swift tacked
Bottoms – Skirts	left side waistband on outside of garment	swift tacked
Dresses with sleeves	left armhole seam on outside of garment	swift tacked
Dresses without sleeves	left armhole seam on outside of garment	swift tacked
Vests	left armhole seam on outside of garment	swift tacked
Jackets (Fashion)	left armhole seam on outside of garment	swift tacked
Jackets (Outerwear)	left armhole seam on outside of garment	swift tacked
Two Piece Sets (Sweater and Skirt)	please see detailed ticketing instructions below.	swift tacked
Socks	back portion of care label 1" from bottom	swift tacked
Tights	center of tights top left corner	sticker
Gloves	center of tights top left corner	swift tacked
Hats	center of tights top left corner	swift tacked
Scarves	through vendor care label	swift tacked

EXAMPLES WITH PICTURES:

Sweaters

Left armhole seam on outside of garment- swift tacked



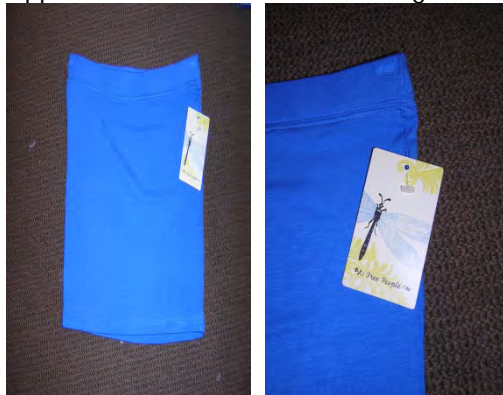
Tops

Left armhole seam on outside of garment - swift tacked



Halter tops/Tube tops

Upper left side seam on outside of garment - swift tacked



Bottoms – Pants/Shorts

Left side waistband on outside of garment - swift tacked



Bottom – Skirts

Left side waistband on outside garment - swift tacked



Dresses with sleeves

Left side armhole seam on outside of garment - swift tacked



Dresses without sleeves

Left side armhole seam on outside of garment - swift tacked



Vests

Left armhole seam on outside of garment - swift tacked



Jackets (fashion)

Left armhole seam on outside of garment - swift tacked



Jackets (outerwear)

Left cuff on outside of garment - swift tacked



Two Piece Sets (Sweater and Skirt) – Application and placement of both tickets required for set ticketing.
NOTE: TOP AND COORDINATING BOTTOM SHOULD BE PLACED IN ONE POLYBAG TOGETHER

Tag #1 contains UPC code, size, style number of pieces and color.



Tag #2 contains size, style, color, and number of pieces only



Step 1: Take the top garment, which in this case is the sweater. Take **Tag #1** and swift tack the tag on the left armhole seam outside of garment. See picture to the left.

Step 2: Take the bottom garment, which in this case will be the skirt. Take **Tag #2** and swift tack the tag on the left side waistband on outside of garment. See picture to the right.



Free People Sock Packaging | application of label and ticket

Supplies needed:

- Tagging gun
- Short barbs
- Free People sock label



1. Lay out pair of socks, lining up all edges.



2. Center and wrap label around the top of the sock, making sure the metal grommet is centered for hanging.

3. Attach the label to the pair of socks with a tagging gun and short barb. Tag going through the front of the label and sock and push needle through to the back of the sock and label.



4. The label should look as shown in the photo to the left once it is attached.



5. Once attached, flip over to the back and attach the price ticket and care/content label to the back of the label, about 1" from the bottom.

- This should only be attached at the back portion of the label itself, NOT through the sock and the front label.

Free People Tight Packaging | application of label and ticket



1. Lay the label with the graphic facing up across the tights. Make sure there is enough room for the hanging grommet on top.



2. Flip the label and tights over to the back and cross the side without the adhesive over first.



3. Remove the adhesive protector and cross over to the opposite side, lining up all edges and make sure the label is securely wound around the tights so they do not slip off. Apply pressure to the top layer so it sticks to bottom layer. Please make sure the hanging grommet is as centered as possible.



4. Place the Free People Sku sticker and care and content label on the backside of the label. Press firmly so they do not fall off.



5. Once the sku sticker and care and content label has been attached, flip over and center the band on the tights. Make sure the metal grommet is centered and visible.





What is acceptable packaging?

Q: What happens when goods are shipped to the DC incorrectly packed?

A: A chargeback will be issued to vendor. Chargeback rates are available on urbanvendor.com

***** All Wholesale & Direct Purchase Orders MUST have poly bag stickers. If these are not received with CheckNet or FineLine order, vendor MUST IMMEDIATELY advise FP Production.**

Yes:
Price Ticket & Poly Bag Sticker on OPPOSITE SIDES

Front

back



Barcode should be on back of package (price ticket & polybag sticker not on same side)



No:
Price Ticket & Poly Bag Sticker on SAME SIDE



