



Global Quality, Technical Design and Testing Manual

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Manual Updates

Date	Section	Update
April 23, 2020	Global Quality - #11. D. Product Testing Softlines #41 & #43 Product Testing Hardlines #56 & #58	Added Polybag Suffocation Warning Label Requirements
April 23, 2020	Global Quality - #15. L.	Updated the inspection criteria and measure sample plan charts
June 22, 2023	Header Technical Design Manual - pg 61 & 62 Appendix 1 Technical Design Process - pg 136 & 137 Appendix 1	Removed "Inc" from Bluestem references

Global Quality Manual

Apparel and Soft Home

1. Introduction

This Vendor’s Manual details how Offshore works in partnership with vendors during the factory evaluation, pre-production, production, and final auditing procedures.

The procedures below outline the steps that will be taken offshore for Bluestem Brands direct sourced merchandise. All the required steps and conditions outlined must be adhered to, to ensure a high quality finished product. Additionally, it is the Off-shore vendor’s responsibility to ensure they have the methodology in place in their factories to ensure that final inspections meet the criteria meet Offshore and Onshore quality standards.

2. Objectives

To remain competitive and strong, we must provide to our customers a quality product in a timely manner at the right price. This Vendor Manual was developed with this in mind. It is a comprehensive manual, designed to create a strong working relationship with our vendors. Our QA team will partner with our vendors to ensure both parties understand and agree to the requirements. We will assist each vendor in developing an internal self-auditing process that will support the “Right the First Time” concept.

Vendor Responsibilities

- Pre-validates product prior to final audit to ensure final audits pass the first time and goods ship on time resulting in reduced claims for additional inspection or claims from rejected shipments.
- Takes direction from and communicates to the factory regarding the Offshore requirements for Acceptable Quality Standard.
- Ensures first quality product ships to our customers with correct timing.
- Assists Offshore in solving internal quality problems and improving factory performance.
- Follows direction from Offshore QA to set-up the appropriate action plan according to defect findings.

Offshore Responsibilities

- Assures pre-audited merchandise enables our DC to ship goods to customers with a minimum of further processing.
- Creates a teamwork atmosphere between QA and vendor throughout the manufacturing process.

- Provides consistent first quality product to customer, which should lead to increased product demand.
- For more information please refer to Bluestem Brands website: orchardhomeservices.com/vendor-relations/

3. Vendor Profile

- A New Vendor Package must be filled in by every vendor with informative questionnaires and declarations. Documents must be signed & dated by an appointed officer and returned in PDF format to the Offshore ~~QA~~**Merchandising** Manager. By completing this New Vendor Package, a vendor profile will be created in our order placement system.

4. Factory Evaluation

- Ascertains the capability of the facility to manufacture quality products that meet with Orchard Brands’ standards. The factory evaluation will be carried out by the Offshores QA Department in 3 main areas:
 - Quality Systems – internal quality control procedures throughout production cycle on site.
 - Social Compliance – compliance with the Bluestem Code of Conduct
 - Security awareness, training & procedural documentation, according to US Custom’s guideline C-TPAT.
- A copy of the Factory Evaluation Form can be found in Appendix (1)

5. Factory Evaluation Fees

Passed Evaluations

Initial Evaluation and Annual Re-evaluations of the 1 st factory per category*	Free of charge
Initial Evaluation and Annual Re-evaluations of additional factories in the same category	USD 250 evaluation fee

Failed Evaluations

If Quality Systems or Social Compliance below 50%	USD 250 evaluation fee and factory cannot be used for OB orders
If Quality Systems or Social Compliance between 50% and 60%	Corrective Action Plan with re-evaluation after 6 months. Re-evaluation fee USD 250. Factory can be used for trial orders

* Categories are Woven Tops, Woven Bottoms, Outerwear, Knitwear, Sweaters etc.

- 1) If the 1st factory per category is replaced by another within 18 months, a USD 250 evaluation fee applies for the replacement factory.
- 2) Actual 3rd party fees will be charged if evaluation is conducted by a 3rd party, i.e. Vietnam, Cambodia, Bangladesh, etc.
- 3) For 1st time evaluation, the appointment will be set within a designated week, but actual date will not be announced. **Re-evaluations will always be un-announced.**

6. Sample Approval

- At least 2 pieces of each type of sample to submit
- Submitting size depends on different brands. Please check with our merchandiser or the Bluestem Technical Design Manual for sizes by brand. The sizes to be submitted for samples can also be found in the Bluestem Technical Design Manual.
- Before sending sample to, it is vendor's responsibility to assess samples regarding style/design, construction & measurement as requested. Vendor must follow requested sample deadlines, size and color specified on the sample order sheet, or according to further instructions from the Offshore local office.
- Detailed information regarding the sample must follow the Construction Details as stated in the Product Document. The below information must be filled out on the Sample Tag. See Bluestem Technical Design Manual for sample tag format.

- All samples sent to the Offshore local office must have a hang-tag with:
 - PO and Style number
 - Vendor and factory name
 - Sample type, e.g. F/S (Fit sample)
 - Measurement sheet in the correct format
 - Paper pattern (for 2nd and subsequent round of samples).
 - Date submitted
 - Specify if bulk or sample yardage is used. If size, color, print etc. are correct.

7. Sampling Responsibility

- Vendor should assign a qualified, permanent and experienced technician to review samples.
- This technician always follows through with Offshore local office QA to solve technical issue, digital pictures and mock-ups are recommended on communications. Suggestions or mock-up must accompany the sample when sending to Offshore local office.
- It is recommended that this technician to attends the Pre-production meeting and to inspect the first finished garments from first output.

- **Counter/Proto Sample**

- In development stage marks the start of the “Pre-order process”.
- It is the vendor’s responsibility to study and ensure that the product construction and measurement specs are within tolerance so that the product could be evaluated for fit as needed and will be workable in bulk production.

- **Photo Sample**

- A Photo Sample is used for advertisement on catalog and internet sales. It must therefore look and drape like actual bulk production in photography.

- **Fit Sample**

- A Fit Sample is for fitting purpose. It can be made in similar substitute available fabric and compatible fabric/trims.
- Fit Sample sent to Offshore must follow the Construction Details in tech page. Vendor needs to double check before sending.

- Production may not start until Fit Sample is approved. If ~~a QC or~~ PP Sample is requested, production may not be started until those samples are approved.

- **Pre-Production (PP) Sample - Same as a sample for QC inspection purposes**

- PP Sample must be made in actual bulk materials for final approval before production can start. A PP sample is sent to the brand for approval by request.
- ~~QC Sample is same as~~ PP Sample and is required by Offshore for inspection purposes.
- *Laboratory testing should be performed at this stage* See Bluestem Softlines Testing Manual and Protocols for Details.

- **Top of Production (TOP) Sample**

- In the case of a new vendor, a TOP may be requested by the brand, other TOP samples may be requested if required. It is the responsibility of the off-shore team to review the TOP prior to sending it to the office.
- Samples submitted by vendor and should be drawn from actual bulk represent.
- Labels, price tags, etc. must be attached. Retail packaging must be the same as for the actual delivery.
- No shipment may be released until these sample are approved by Offshore.
- If a TOP sample has been requested by the brand, shipment should not be released to the forwarder until the approval is granted. It is the expectation of the brand that the Offshore office should elevate the importance of the quick approval so that the shipment can catch the assigned vessel.

- **Shipment Sample**

- Shipment samples are to be taken from bulk production by the Offshore QC inspector after final inspection.
- Shipment samples are a keep sample for Offshore.
- Shipment samples are to be drawn from initial orders or repeat orders after a 12-month period.
- Shipment samples are required for Apparel, Leather goods, Home Textile and Shoes, no exceptions.
- Shipment samples of new products and new prints of existing production are to be sent to the Appleseeds Group (ASCG) Onshore Sourcing Team.

Approved Fit, ~~PP~~ or ~~QC~~PP Samples must be displayed in the factory during production for reference during inspections.

8. Preproduction Meeting (PP Meeting)

- The PP Meeting at the factory level is an open discussion of key production points during production period.
- The PP Meeting should be conducted on every new style of production. Offshore / QC will take part in the PP Meeting for orders with quantity equal to or over 2,000 pieces/ style. PP meetings are mandatory for new vendors until the vendor has become established.
- Vendor needs to set up PP Meeting with QC Department by submitting a Booking Form.
- **PP Meeting takes place when the following items are on site:**
 - Approved Production Sample with comments on site.
 - QC Folder with approved fabric & trims
 - PO contract & measurement size specification on site.
- **During the PP Meeting, the following should be reviewed:**
 - Any fabric / material defects identified during inspections and/or testing.
 - Critical area for cutting (Cutters Must).
 - Sewing technique & construction details and potential manufacturing challenges and/or need for folders and slopers (sew guides/templates), extra inspections points.
 - Ironing & folding.
 - Packing materials i.e. poly bag sizes, carton dimensions.

9. Quality Systems

- **Fabric / Trim**
 - Inspection amount should be at least 10 percent of total rolls of covering all colors and shade lots.
 - Supporting document/reports must be available on site.
 - The 4-point system is recommended
 - Trim items to be checked against Trim Sheet to ensure correct for quality and correct trim
- **Shade Lot Separation**

- Different shade lots must be approval by the Offshore merchandising team before bulk cutting starts:
 - a. Shade lots to be created by cutting a piece of every fabric roll.
 - Group similar shades together on the card.
 - Add the length of each roll for reference
 - If approved, please note approved shade lots must be cut per size in the same ratio as the PO order, i.e. coordinates must have the same ratio for the tops and bottoms
-
- **Shade Band (For Denim / Garment Washed Items):**
 - Shade Band samples to be approved and signed by Offshore
 - Approved Shade Band panels / garments to be cut in half, with vendor and Offshore each keeping a signed half
-
- **Fabric Relaxation**
 - Fabric Relaxation must be in place for cut & sewn knit and woven fabrics with spandex.
 - Fabric must be relaxed at least 24 hours before cutting.
 - Fabric to be relaxed in condition of reasonable piling height & space, preferably on relaxation racks or crates.
-
- **Shrinkage Test (Factory Level)**
 - Shrinkage tests to be conducted on production fabric rolls by color & shade lots.
 - Vendor to keep supporting record for verification.
 - Dimensional shrinkage of less than 3 % can be grouped with one paper pattern
 - Dimensional shrinkage of more than 3 % should be grouped with expanded paper patterns
-
- **Fabric Shortage / Overage**
 - Vendors must notify Offshore Merchandising on shortage / overage when cutting finished.
 - Vendors must cut by color & size ratio if any shortage / overage found in fabric usage.
-
- **Quality System - Cutting**

- Cut panels from top, middle and bottom of the lay to be checked against paper patterns to ensure cutting accuracy.
- Numbering panels to be sewn within a single unit is the most effect way controlling color shading.
- The following common defect areas should be checked regularly, and appropriate reports be on file at the factory:



- Fit to Pattern cutting on marker lines within tolerance
- Ply integrity integrity of cut part from top ply to bottom ply
- Ragged cutting quality of cut part regarding smoothness of cut
- Notch placement notch placement to pattern must be accurate
- Overall pattern check marker pattern reviewed with permanent pattern

10. Quality System - Inline Inspection

In-Line inspection, used effectively, can identify production issues early in the process. This can reduce irregulars, correct specific operator or machine issues, while improving final audit results.

Each sewing operator should be audited at least twice per day as follows:

Sampling should be drawn from semi-finished panels.

100% inspection at end-of-line on finished units.

Both quality & measurement checks should take place on semi-finished & finished units.

Fabric / trims that do not match the approved color shades should be sent for approval.

Rejected unit must undergo repair before finishing.

Vendor to take appropriate action based on the statistical findings to meet the “Right the First Time” concept.

Offshore QC will conduct inline inspection as often as possible.

A reference sample should be sent to Offshore at this stage for review on defects which cannot be fixed:

- Quality issue - workmanship or measurement out-of-tolerance → to QC Manager
- Quality issue - Color shading between panels → to QC Manager
- Off color shade lots → to Merchandising

Offshore QC will review internal inspection reports done by factory/vendor.

Offshore schedules inline inspection according to vendor’s weekly WIP information.

Such schedule will be set in between cutting to packing dates

A “No Show” Policy applies if no production found on inspection date (i.e. no fabric rolls on site or fabric cutting not started).

* Please refer to Part 9 – Inspection Charge Policy*

11. Final Inspection by Offshore

Final Inspection takes place under the following conditions:

- Inspection schedule set up by vendor by submitting an Inspection Booking Form.
- Shipment 100% finished packing on inspection day before QC arrives.
- A final packing list available on site.
- Offshores' approved production sample on site.
- QC folder available on site.

• Key definitions for Inspection

Audit:	the inspection and examination of products to ensure product's compliance to the requirements.
Lot / Batch:	group of items for inspection.
Defect:	deviation from requirement.
Defective:	a unit of product that contains one or more defects. The quality of any given quantity of product(s) is expressed either as percentage defective or defects per hundred units.
Sampling Plan:	a specific plan that indicates the sampling size and the associated acceptable or unacceptable criteria to be used.
Accepted numbers:	the maximum number of defects allowable in a sampling lot for the lot to be accepted.
Rejected Numbers:	the smallest number of defects in a sample or samples under consideration that will be required to reject the lot.
Classification of defects:	the listing of possible defects in a unit classified according to its seriousness e.g. CRITICAL, MAJOR & MINOR.

A. Acceptable Quality Level (AQL)

In a continuing series of lots, Acceptable Quality Level (AQL) is a quality level that, for sampling inspection, is the limit of a satisfactory process average.

Acceptable quality level is the “only just acceptable” quality, i.e. the minimum quality that can be considered acceptable as the average quality level of the production. However, the designation of an AQL does not imply that the manufacturer has the right to knowingly supply any defective product.

B. AQL Table for Visual Inspection

- Bluestem Brands uses single sampling plan AQL 2.5 for Final Inspection:
 - o General inspection level 2 for visual inspections.
- **If the PO fails the first audit, sampling plan will escalate to:**
 - o General inspection level 3 for visual inspections.

1ST SAMPLING

2ND SAMPLING (If the goods fail the 1st Final audit)

Code	Description	Quantity		Quantity	Quantity	Code	Description	Quantity		Quantity	Quantity
		From	To	Inspect	Reject			From	To	Inspect	Reject
1 SGL 2.5 IA N	AQL 2.5 1st SGL Insp Norm L-2					1 SGL 2.5 IA N	AQL 2.5 1st SGL Insp Norm L-3				
		2	8	5	1			2	8	8	1
		9	15	5	1			9	15	8	1
		16	25	5	1			16	25	8	1
		26	50	5	1			26	50	8	2
		51	90	20	2			51	90	32	2
		91	150	20	2			91	150	32	3
		151	280	32	3			151	280	50	4
		281	500	50	4			281	500	80	6
		501	1200	80	6			501	1200	125	8
		1201	3200	125	8			1201	3200	200	11
		3201	10000	200	11			3201	10000	315	15
		10001	35000	315	15			10001	35000	500	22
		35001	150000	500	22			35001	150000	800	--

C. AQL Table for Measurement Inspection

- Offshore uses a single sampling plan (AQL 2.5) General inspection level 1 for measurement inspections for 1ST SAMPLING & 2ND SAMPLING.

D. The Final Inspection procedure

- **Check outer packaging:**

- Shipment mark - Check the shipping mark printed / pasted on the carton. Take a picture and attach with the final inspection report.
- Numbering of carton - Select carton for the AQL inspection. Check and record the number of selected cartons on the final inspection report.
- Strength of carton board — Check the strength of the carton board. It should not collapse when stack up.
- No under pack – Check the packed quantity in the carton. Carton should not collapse when stacked up due to less quantity packed in the carton.
- No over pack - Check the packed quantity in the carton. Carton should not tilt when stacked up.

- **Check inner packaging:**

- Check inner package — with correct marking for size and color indication and "warning for suffocation".
 - **Suffocation Warning Label Requirements:**
 - A Suffocation Warning Label must be either be printed or attached as a label on all Polybags that satisfy the following conditions:
 - A Polybag that is 1.5 mil or less in thickness
 - The opening of the Polybag is 5 inches wide in diameter or more (measured when flat).
 - The Suffocation Warning Label must have the following language:

“WARNING-TO AVOID DANGER OF SUFFOCATION, KEEP THIS PLASTIC BAG AWAY FROM BABIES AND CHILDREN. DO NOT USE THIS BAG IN CRIBS, BEDS, CARRIAGES OR PLAYPENS. THIS BAG IS NOT A TOY.”
 - Font-Size requirements:

<u>Total Length and Width of Polybag</u>	-	<u>Size of Print</u>
Less than 25 inches		10 point minimum
25 to 39 inches		14 point minimum
40 to 59 inches		18 point minimum
60 inches or more		24 point minimum
 - Where a Polybag has a total length and width of more than 40 inches, the Suffocation Warning Label must be repeated at intervals of 20 inches or less.
 - Check Hang-tag / barcode tags for placement, content & information.
 - Check Main Labels for Logo, Color & Placement
 - Check Wash care labels for Fiber Content & Wash Care Instructions.

- Shipped quantity — the shipped quantity must be within - 3% of the order quantity. In case of extra-shipping or short-shipping more than 3%, it must be approved by merchandisers / brands.
- Packing accuracy - the content of the carton match with the packing list / Purchase order.

- **Check styling, material & color combinations:**

- Compare the production sample to approval sample.
- Check the production sample to fabric and trim cards.
- Color assessment - check dye lot variation against the approved standards.
- Check the product for color shading within the panels.
- Check the product for crush and crease marks.
- Check the garments for soil and stains.
- Check the garment for fitting by using brand approved mannequin.
- Check the components or trims for quality and functioning.

- **Check Unit Weight (for Cut & Sew knits and sweaters only):**

- 3 random pieces per size must be weighted and an average for the whole order must be calculated. This average cannot deviate more than 5% of the agreed weight in the order.

- **Check measurement:**

- conformity to size specification
- Check the measurements to ensure that the finished garments measure within the approved tolerance. The garment will be classified as 'reject' if any measuring point found exceeds the tolerance.

- **Critical Measurements:**

- Certain measurement discrepancies, badly affects the fit of the garment. These measurements are classified as "critical". It is required to highlight the critical measurements on the reports with an * so everyone can draw a special attention on this.

- **Following is the list of the critical measurements for TOPS:**

- Chest / bust
- Across shoulders
- Hem / Sweep

- Garment length
- Sleeve length
- Sleeve opening
- Armhole
- Neck width
- Neck Drops (Front & Back)

• **Following is the list of the critical measurements for BOTTOMS:**

- Waist relaxed
- High hip
- Low hip
- Thigh
- Inseam
- Front rise
- Back rise

E. Sampling plan for measurement checks:

- Measure at least 3 units per size.
- Measure a minimum of 1 unit per color per size.
- Take the full measurements of 1 garment for each size. Measure the critical measurements for the balance of the random samples.

Example: An order with 8 sizes and 5 colors. Measure minimum 32 units based on minimum 1unit per size X Random color to make sure full-size set is measured in assorted colors.

1ST SAMPLING

2ND SAMPLING (If the goods fail the 1st audit)

Code 1 SGL 2.5 MEAS	Description AQL 2.5 1 ST SGL MEAS Norm L-1	Quantity		Quantity	Quantity	Code 2 SGL 2.5 MEAS	Description n AQL 2.5 2 ND SGL MEAS Norm L-1	Quantity		Quantity	Quantity
		From	To	Inspect	Reject			From	To	Inspect	Reject
		2	8	3	1			2	8	3	1
		9	15	3	1			9	15	3	1
		16	25	3	1			16	25	3	1
		26	50	3	1			26	50	3	1
		51	90	8	2			51	90	8	2
		91	150	8	2			91	150	8	2
		151	280	13	3			151	280	13	3
		281	500	20	4			281	500	20	4
		501	1200	32	6			501	1200	32	6

F. Acceptance decision on measurements:

The acceptance will be assessed by checking the conformity of measurements to the size specification.

- Pass — if all measurements of the random examples meet the specification or falls within the approved tolerances. **Measurement decisions should be resolved at the in-line inspection stage and should not materialize at the final inspection stage unless the factory has not taken remedial action.**
- Conditional Pass - Measurements fall outside of the range of number of defects in the minor defect classification, but are commercially acceptable for the customer and to ship. The brand testing lead has approved the measurements. See decision tree in appendix [13](#).
- Over-ride – Measurements fall outside of the range of number of defects in the major defect classification, but garment could be considered commercially acceptable. The brand testing lead is shipped samples with the worst-case scenario to review and may choose to issue an over-ride and ship the goods. Brand testing lead will inform the DC to waive of the measurement audit. The vendor is put on a CAP for future orders of the same style. **In addition, the brand may seek a discount on the shipment to offset increase in return rate because of off-spec measurements.**
 - See decision tree in appendix [13](#).
- Fail – multiple measurements are found to be failing and the garment is not commercially acceptable, and the brand testing lead has rejected the shipment after reviewing the samples. See decision tree in Appendix [13](#).

Functional check

- Check if the product is suitable for its intended purpose by using a brand approved dummy / mannequin. This fit check is very important, because this is exactly what the consumer is expecting when they buy the product.

Workmanship check

- Visual examination for workmanship. Check each piece carefully at inside & outside for any possible defects according to Offshore' standards, including:
 - Check the seams carefully. Seams must be secured and without puckering, grinning, roping and twisting.
 - Check the product for needle damage.
 - Check the product for excessive threads / poor trimming and cleaning.
 - Check the product for component that includes collars, pockets, zippers, darts and buttons. All must be correctly sewn and properly aligned.

Classification of defects:

Defects in workmanship are classified as 'Critical', 'Functional', 'Major' and 'Minor'.

- **Critical** — Anything that is likely to pose a safety hazard to the customer / end user, or not comply with any mandatory regulations. The entire shipment is likely to be recalled or returned to manufacturer that may also cause the product to be subject to legal prosecution. Zero tolerance will be applied to the acceptable quantity of critical defects found within a shipment.
- **Functional** - anything that is likely to result in failure, or to reduce materially the usability of the unit for its intended end use.
- **Major** - Any obvious aesthetic non-conformity which adversely affects the appearance including fit or customer satisfaction to a degree that would result in a customer returning the product for exchange or refund.
- **Minor** - Any variation from the standard that is not likely to reduce the usability of the product for its intended purpose. A minor problem may give a degree of consumer dissatisfaction. Several Minor problems together may lead to the customer returning the item.

Example of Critical Defects:

- Hazardous or unsafe conditions. For example, sewing needle left in garment.
- Violation of Federal regulation. For example, country of origin label missing/incorrect.

Example of Major Defects:

- Violation of customer quality standard e.g. holes, rips, tears, shading/stains
- Severe damage in the materials and / or finish, like heavy needle holes and fabric defects in clearly visible places
- Essential parts missing
- Broken zipper
- No possibility to wash or dry clean by consumer
- Un-wearable / ill fitting

Example of Minor Defects:

- Does not render the garment un-saleable but it will decrease value. For example, small knots / small slubs in textiles in zones 2, thread ends above ¼”.

Garment zones to judge the classification of defect

The classification of defect may be judged by its location within the Garment which may impact the quality of the garment.

Below is a guide that illustrates the "obvious" and "less-obvious" zones, which should be used in conjunction with the table of "classification of defects" in defining the defect as "major" or "minor". See Appendix 4 for Garment Zones for Classification of Defects.

Zone 1 — "obvious" location is regarded as a zone where the visual appearance of the garment is of critical importance.

- Whole front area
- Top 2/3rd of back area
- Top sleeve area

Zone 2 — "less-obvious" location is regarded as a zone where the visual importance of the garment is important but not critical.

- Under sleeve area
- Lower 1/ 3rd of back area

G. Verifying the Acceptability of a Shipment:

The acceptability of a shipment is determined by the nature and number of defects found in the selected random sample.

A random sample is selected from the finished lot. The random sample lot will be checked piece by piece. The defects are marked and classified as critical / functional / major/ minor. See Appendix 5 Classification of Major and Minor Defects for Visual Inspection.

Defects in the product will be classified as defective by the following standard:

- 1+ Major defect on a garment will be counted as 1 Major defective.
- 3 Minor defects on a garment will be counted as 1 Major defective.
- 1-2 minor defects on a garment will be counted as 1 Minor defective.

The number of defects will be recorded and compared with the AQL Table. If the number of defects falls within the permissible number in the specified lot size, the shipment will be passed. If the number exceeds the permissible number, the shipment will be rejected. See Appendix [25 for](#) Classification of Major and Minor Defects in Apparel.

~~H. Acceptance decision on measurements:~~

~~The acceptance will be assessed by checking the conformity of measurements to the size specification.~~

- ~~Pass — if all measurements of the random examples meet the specification or falls within the approved tolerances. **Measurement decisions should be resolved at the in-line inspection stage and should not materialize at the final inspection stage unless the factory has not taken remedial action.**~~
- ~~Conditional Pass — Measurements fall outside of the range of number of defects in the minor defect classification but are commercially acceptable for the customer and to ship. The brand testing lead has approved the measurements. See decision tree in appendix 1.~~
- ~~Over-ride — Measurements fall outside of the range of number of defects in the major defect classification, but garment could be considered commercially acceptable. The brand testing lead is shipped samples with the worst case scenario to review and may choose to issue an over-ride and ship the goods. Brand testing lead will inform the DC to waive of the measurement audit. The vendor is put on a CAP for future orders of the same style. **In addition, the brand may seek a discount on the shipment to offset increase in return rate because of off-spec measurements.**
 - ~~See decision tree in appendix 1.~~~~
- ~~Fail — multiple measurements are found to be failing and the garment is not commercially acceptable, and the brand testing lead has rejected the shipment after reviewing the samples. See decision tree in Appendix 1.~~

L.H. Procedure for Multiple Final Inspections

It is the goal for all inspections to pass on the first inspection because the Vendor has in place internal QC practices at the factory to ensure the final inspection will be a passing rating. In a case where multiple final inspection is required the following escalation process should take place internally and externally.

- 1st Final Inspection Fails: reviewed internally at Offshore office and with factory to ensure improvements are made and will pass on 2nd Final inspection. Offshore offices are required to keep a log of multiple final inspections as this will be a rating on the vendor performance scorecard.
- 2nd Final Inspection Fails: reviewed internally at Offshore office and the factory is given specific direction to factory on improvements to be made. QA manager notifies the Brand Sourcing Lead and Brand Technical Lead concerning the failure and nature of failure provide guidance on whether goods can be rated as a pass or conditional pass to prevent further inspection. If delivery is to be compromised and factory may be subject to charge backs, air shipment at their expense, late penalty, etc.
 - If failure is for large percentage of units off spec, the shipment is rejected after 2nd inspection, as measurements cannot be fixed, but need to be removed from the shipment because of the first audit failure.
- 3rd Final Inspection Fails: escalate to Onshore Sourcing Lead and Brand Technical Lead for decision on whether to continue inspection or to fail shipment. If delivery is to be compromised and factory may be subject to charge backs, air shipment at their expense, late penalty, etc.
- 4th Final Inspection Fails: fail shipment. Do not ship. Follow up with Onshore Sourcing Lead for resolution.

12. General Certificate of Conformity (GCC)

- A GCC is required for all shipments
- The GCC is to be completed by the QA at the factory at the time of the Final Inspection and the factory representative must sign the certificate. A copy of the signed inspection certificate remains with the factory for their records.
- Shipping team includes the GCC in the shipping documents for the Purchase Order. See Appendix #6 for Inspection Certificate.

13. Inspection Charge Policy

- We encourage vendors carrying out their own internal Quality Control process to reduce the possibility of an inspection failure on Offshore orders
- Offshore charges the vendor inspection fees in recovering the cost of manpower as the followings:

J.I. Inspection schedule change / “No Show” inspection

- An inspection charge applies to: Change of inspection schedule requesting by vendor in less than 3 full working days
- We encourage vendors carrying out their own internal Quality Control process to reduce the possibility of an inspection failure on Offshore orders
- Offshore charges the vendor inspection fees in recovering the cost of manpower if the following happens
 - Change of inspection schedule requesting by vendor in less than 3 full working days in advance.
 - No actual production found at inline inspection according to vendor’s updated WIP in between “Cutting” & “Packing” dates.
 - A “No Show” surcharge is the same amount as of a re-inspection charge.

K.J. Re-Inspection Charges

- Re-inspection charge count by each PO applies to:
 - Inspection failed to pass AQL 2.5 Inspection Plan auditing.
 - PO split shipment due to vendor’s liability.

Depends on the country and / or production location. Inspection charge categorized as the followings:

- US\$100/day for China – Guangdong, Zhejiang, Jiangsu, Anhui, Shandong and Fujian provinces.
- US\$200/day for China – Jiangxi, & Henan, provinces.
- US\$100/day for India

- US\$250/day for Vietnam, Cambodia, and Bangladesh and other countries not listed.
- The actual cost for a 3rd party inspection. i.e. ITS, SGS, or BV, etc.

14. Packaging and Labeling Inspection Charges by Orchard Brands(USA) Warehouse

Inspection charges may be incurred if

- Wrong sizes or wrong size label found either on units or poly bag.
- Unit bar-code label - Damaged, mis-matched or unit label that cannot be scanned.
- Carton label – Damaged, mis-matched or carton label that cannot be scanned.

This charge is subjected to Orchard Brands USA and their Policy; please refer to the “Vendor Charge Back” in the Vendors’ Compliance Manual at details. orchardhomeservices.com/vendor-relations/

15. Quality Inspection Processes at Orchard Brands (USA) Warehouse

In a continuing series of lots, Acceptable Quality Level (AQL) is a quality level that, for sampling inspection, is the limit of a satisfactory process average.

Acceptable quality level is the “only just acceptable” quality, i.e. the minimum quality that can be considered acceptable as the average quality level of the production. However, the designation of an AQL does not imply that the manufacturer has the right to knowingly supply any defective product. A copy of the 4.0 Reduced Double sampling plan and the cartons pulled for visual inspection is below. Acceptable Quality Level 4.0 Inspection for visual defects is below.

Reduced Double Sampling		Apparel					
Sample Code	Lot Size	Number of Cartons to Pull for QC for Visual Audit	Sample	Sample Size	Cumulative Sample	Acceptable Level	Reject
A, B, C	2-25	1	1 st	2	2	0	1
		2	2 nd	2	4	1	2
D	26-50	1	1 st	3	3	0	2
		2	2 nd	3	6	0	2
E	51-90	1	1 st	3	3	0	2
		2	2 nd	3	6	0	2
F	91-150	1	1 st	5	5	0	3
		3	2 nd	5	10	0	4
G	151-280	1	1 st	8	8	0	4
		3	2 nd	8	16	1	5
H	281-500	1	1 st	13	13	0	4
		4	2 nd	13	26	3	6
J	501-1,200	1	1 st	20	20	1	5
		4	2 nd	20	40	4	7
K	1,201-3,200	2	1 st	32	32	2	7
		7	2 nd	32	64	6	9
L	3,201-10,000	4	1 st	50	50	3	8
		8	2 nd	50	100	8	12
M	10,000-35,000	5	1 st	80	80	5	10
		10	2 nd	80	160	12	16

L.K. Vendor Ranking (A, B, and C Vendors) and Pulling Cartons for Visual and Measurement Inspection

- A list of products to be slated for inspection will be provided quarterly by the Global Oversight Team (GOT). Items slated for inspection will be determined based on order volume, customer visibility (cover of catalog), and prior vendor performance. Data collected from inspection results will be used to determine a vendor’s A, B, or C, D or E ranking.
 - Note: Not all initial incoming shipments for A, B, and C vendors will be selected and goods will initially be locked from put away unless other instruction is provided. ~~An example of the Vendor Receipts by PO can be found in Appendix #5.~~ Vendors with a D ranking are vendors we do not currently choose to inspect. Vendors with an E ranking should never be inspected.
 - The inspection clerk will cross reference that document with receiving files to determine what to flag for inspection.
 - Samplings are pulled by item and vendor
 - The Inspection Clerk automatically pulls cases for a 2nd sampling when a 1st sampling fails (after review of the results with the Supervisor and/or GOT and Technical Design

- If 2nd sampling fails, GOT and Technical design will decide on how to proceed along with the brand
 - Reject
 - 100% inspection (in house or outsource)
 - 3rd inspection of X% or color etc.
- The EDC is responsible for tracking the frequency of shipments
- The GOT team is responsible for assigning the vendor grade
- The GOT and or Technical team has the option to override the “inspection frequency” on a shipment or request a specific shipment be locked until the inspection is complete.
 - Send email to Inspection clerk with special request
 - Explain the level of inspection needed
 - Describe reason for extra inspection or locked shipment
 - Inform if there will be a vendor chargeback for the inspection

Inspection Criteria by Vendor Grade

Vendor Grade	Inspection Frequency	Repeat order frequency	Comments
A	➤ First Time in New Year	Every 5 th shipment	
B	➤ First 2 Times in New Year ➤ New Vendor	Every 4 th shipment	
C	➤ Every shipment	–	All inventory locked until inspection complete. Should be used infrequently.
E	➤ Exempt vendor, No inspection	–	
H	➤ First time in	–	Hardgoods; personal care items; seasonal items; items in secure packaging that would render unit a reject by opening it

- **A new vendor or vendor with no rating will be rated as a “B” and evaluated/ranked again after 3 shipments.**

Measuring

- The Inspection Clerk manually selects cases to be delivered to the measuring area

- If one unit measures outside of tolerances, the measuring team will pull 3 more units from the same case and measure only the out of tolerance measuring point on the additional three units
- If additional units and results of measurement audit are outside of acceptable tolerances, the Inspection Clerk will notify the GOT and Technical Design team
- Failed Measurement: any measurement that exceeds the plus/minus tolerance by more than half of the tolerance.
 - Example: +/- 1" on spec = +/- 1 ½" for production inspection.
 - Example: +/- ½" on spec = +/- ¾" for production inspection.

Recommended Sample Plan for Measuring

A & B Vendors				
Division	Frequency	Sizes	Units	Comments
Women's Apparel	➤ First time in	3 sizes within size range of each item	2 of each size	Random Colors
	➤ New Year or New Vendor			
Men's Apparel	➤ First time in	3 sizes within size range of each item	2 of each size	Random Colors
	➤ New year or New Vendor			
C Vendors				
All Divisions	➤ Every Shipment	3 sizes within size range of item	2 of each size	Should be infrequent
E & H Vendors				
	➤ By Pass Measuring			

M.L. Bluestem Brands Reduced Double Sampling plan AQL 4.0 for Final Inspection:

- Quality Control (QC) will adhere strictly to the accept and reject levels indicated on the table.
- There will be no gray area between accept and reject
- Note: for samplings that require a measurement audit a minimum of three cartons in the offered size ranges below must be selected for measurements
 - Haband Women's Measuring Sizes
 - Missy Numeric: 8, 12, 16
 - Missy Petite Numeric: 8P, 12P, 16P
 - Missy Tall Numeric: 8T, 12T, 16T
 - Women's Numeric: 16W, 20W, 22W
 - Missy Alpha: M, XL, 2XL
 - Missy Petite Alpha: MPT, XLPT, 2XLPT

- Haband Men's Measuring Sizes
 - Men's Alpha Regular: S, L, 3XL
 - Men's Tall Regular: MTL, XLTL, 3XLTL
 - Men's Numeric Pants: 34R, 38R, 46R
 - Men's Suitcoats or Vests: 40R, 44R, 48R
 - Men's Dress Shirts: 16 ½ - Regular, 17 ½ Regular, 18 ½ Regular

N.M. Quality inspection Charges by Orchard Brands (USA) Warehouse

Because available space at ~~both the Irvine Distribution Center (IDC) and the~~ Eatonton Distribution Center (EDC) center is limited, shipments that fail inspection must be processed quickly. The vendor must assist in this process by providing all necessary return or outsourcing information (e.g. authorization numbers and addresses) immediately upon request.

When Orchard Brands and the vendor are unable to complete the audit of the questionable merchandise, Orchard Brand's Quality Assurance Team reserves the right to outsource the shipment to an independent facility. In such cases, the vendor will incur both a per unit charge and a shipping cost to transport the goods to and from the facility.

Q.N. Failed Inspection Resolved On-Shore: Inspection Charges and Penalties

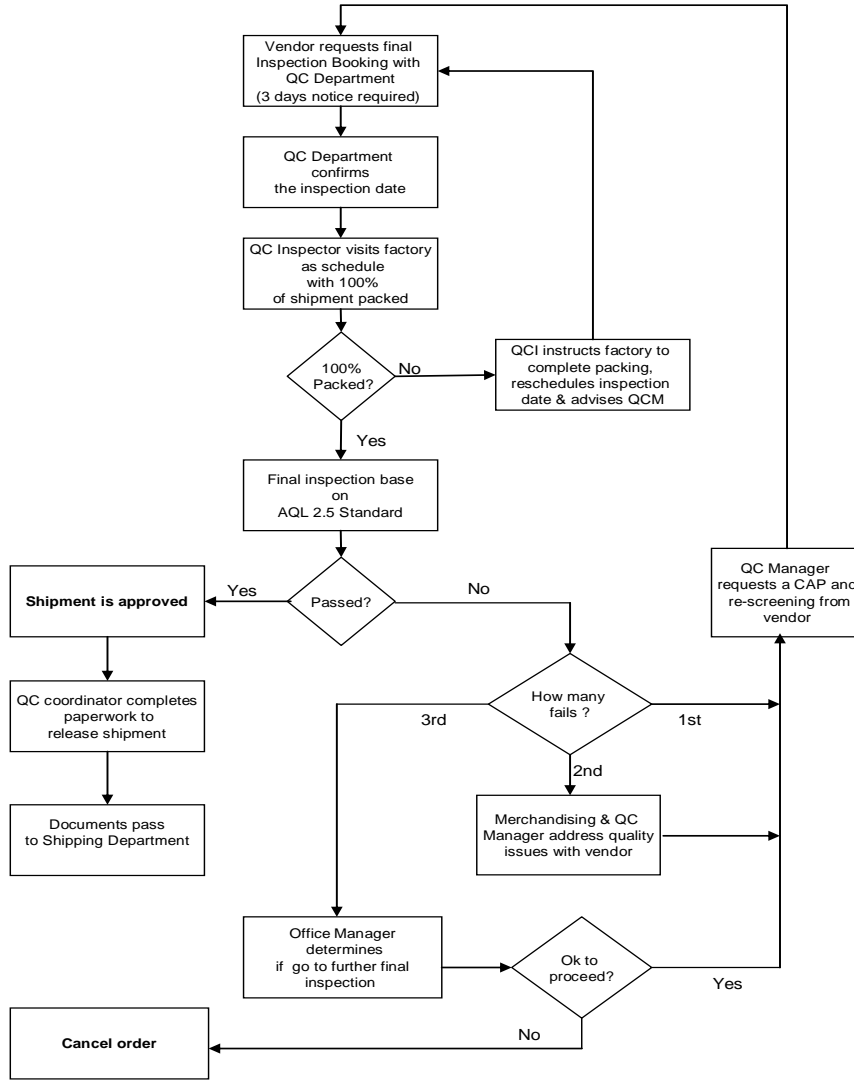
- Orchard Brands will conduct a 100% inspection if existing workload will allow.
- The vendor will incur the cost of the full inspection (minus 1st and 2nd samplings) at a rate of \$50 per hour.
- The vendor will be charged the unit cost, duty, and freight FOB costs related to the rejected garments as well as the \$50.00 per hour charge.
- Within a calendar year a minimum chargeback penalty of \$250 for the first infraction, \$500.00 for the second and \$750.00 for the third time that a problem is detected may be assessed for any offense that costs Orchard Portfolio more than five total man hours. This is in addition to the hourly rate of \$50.00. See policy section for details.
- Orchard Brands reserves the right to re-negotiate the cost of goods based on the type, severity, and frequency of any error that leads to a 100% inspection.
- Orchard Brands reserves the right to have the goods inspected at an independent facility. In these cases, the vendor will incur both a cost per unit charge and shipping cost to transport the goods to and from the facility.
- Orchard Brands reserves the right, per our PO terms and conditions, to reject a shipment outright for quality that does not meet our AQL standard for quality of craftsmanship and measurements.

Appendix #1 Factory Evaluation

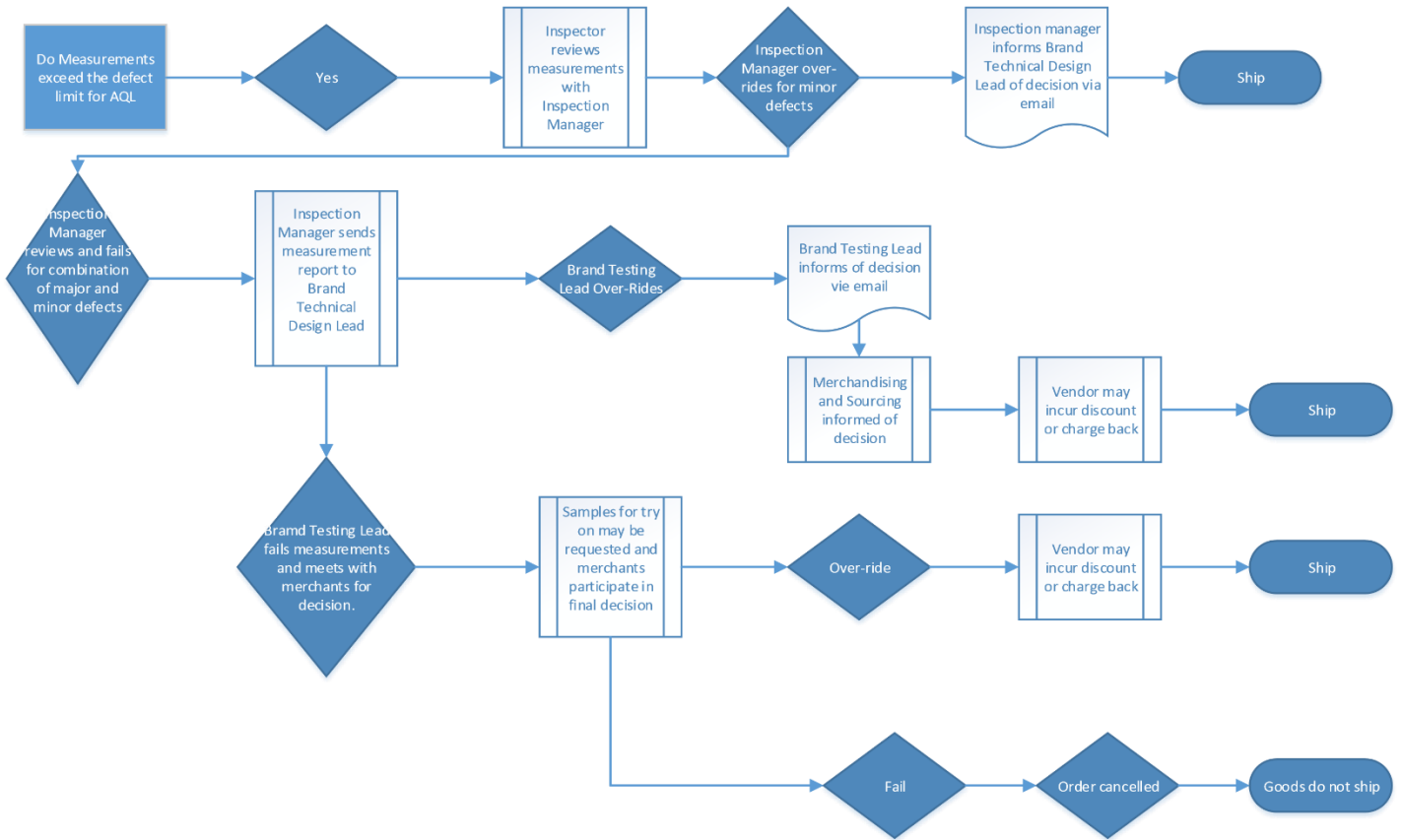
[Bluestem Factory Self Evaluation - Master Form](#)

Appendix #2 Final Inspection Procedure


FINAL INSPECTION PROCEDURE – Appendix A





Appendix #3 Failed Measurements Escalation Process



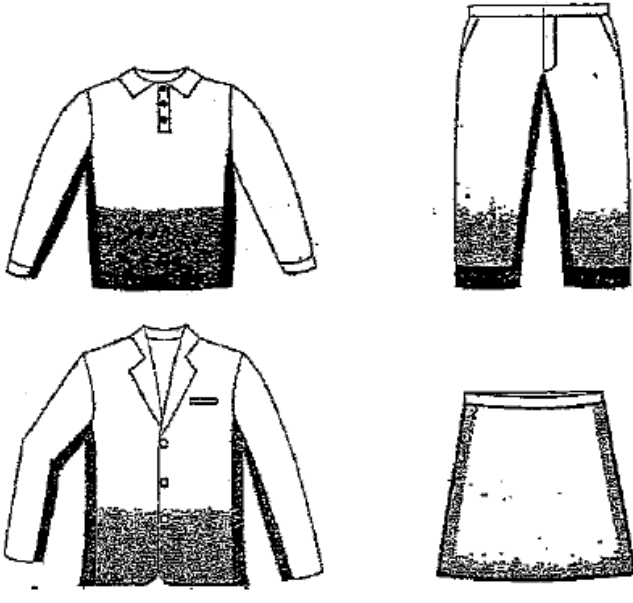
Appendix #4 Garment Zones for Classification of Defects

White – Zone 1 

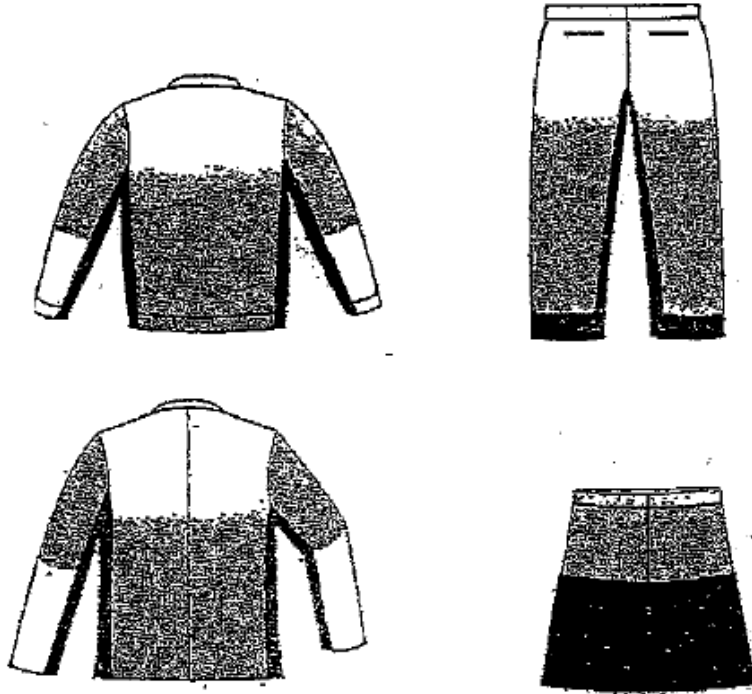
Grey – Zone 2 

Black – Zone 3 

Garment Front View



Garment Back View



Appendix #5 Classification of Major and Minor Defects for Visual Inspection

Classification of Major & Minor Defects for Visual Inspection (Note – 3 Minor Defect = 1 Major Defect)						
Code	Defect Group	Defect Description	Zone 1	Zone 2	Defect Classification Major	Defect Classification Minor
BCS1	WORKMANSHIP	Broken/Cracked stitches	X		X	
BDR1	FUNCTIONAL	Bent, Dented or Rusted	N/A	N/A	X	
BHF1	FABRIC / MATERIAL	Bad Hand feel	X		X	
BRC1	PACK / LABEL	Broken Carton	N/A	N/A	X	
BRK1	FUNCTIONAL	Broken	X		X	
CTN1	FABRIC / MATERIAL	Contamination	X		X	
CTN2	FABRIC / MATERIAL	contamination		X		X
CUT1	FABRIC / MATERIAL	Material Cut	X		X	
DHW1	ACCESSORY	Defect hardware	N/A	N/A	X	
FAB1	FABRIC / MATERIAL	Miss-weave	X		X	
FAB2	FABRIC / MATERIAL	Miss-weave		X		X
FIN1	FABRIC / MATERIAL	Poor Finish Coating	X		X	
FIT1	MEASUREMENT	Fit on Mannequin	N/A	N/A	X	
FIT2	MEASUREMENT	Fit on Mannequin	N/A	N/A		X
GLU1	WORKMANSHIP	Glue Marks	X		X	
GLU2	WORKMANSHIP	Glue Marks		X		X

HOL1	FABRIC / MATERIAL	Hole	X	X	X	X
IMB1	WORKMANSHIP	Insecure / Missing Beads	N/A	N/A	X	
IME1	WORKMANSHIP	Insecure / Missing Embroidery	N/A	N/A	X	
IMP1	WORKMANSHIP	Imperfect Print	X		X	
IMS1	OTHER	Insect, Mold, Smell	N/A	N/A	X	
LBD2	WORKMANSHIP	Loose Beads	N/A	N/A		X
LCT1	WORKMANSHIP	Loose Colored Threads inside the packed garments	N/A	N/A		X
LEM2	WORKMANSHIP	Loose Embroidery	N/A	N/A		X
LMT2	WORKMANSHIP	Loose Matching Threads in the packed garments	N/A	N/A		X
MET1	OTHER	Minor Exceeds Tolerance	N/A	N/A	X	
MIS1	FUNCTIONAL	Missing Part	N/A	N/A	X	
MLB1	PACK / LABEL	Missing Case/Unit labels	N/A	N/A	X	
MOT1	MEASUREMENT	Measurement out of tolerance	N/A	N/A	X	
MOT2	MEASUREMENT	Measurement out of tolerance	N/A	N/A		X
MTG1	PACK / LABEL	Missing Garment/Hang Tags	N/A	N/A	X	
NDC1	WORKMANSHIP	Needle cuts	N/A	N/A	X	
OSM1	WORKMANSHIP	Open Seam	N/A	N/A	X	
OST1	FABRIC / MATERIAL	Oil Stain	N/A	N/A	X	

Classification of Major & Minor Defects for Visual Inspection (Note – 3 Minor Defect = 1 Major Defect)						
Code	Defect Group	Defect Description	Zone 1	Zone 2	Defect Classification Major	Defect Classification Minor
OST2	FABRIC / MATERIAL	Oil Stain	N/A	N/A		X
OTH1	OTHER	Other	X		X	
OTH2	OTHER	Other		X		X
POT1	WORKMANSHIP	Pucker/Twisted seam/parts	N/A	N/A	X	
POT2	WORKMANSHIP	Pucker/Twisted seam/parts	N/A	N/A		X
PRS1	WORKMANSHIP	Pressing	N/A	N/A	X	
PRS2	WORKMANSHIP	Pressing	N/A	N/A		X
PST1	SEWING	Poor stitch formation	N/A	N/A	X	
PST2	SEWING	Poor stitch formation	N/A	N/A		X
RED1	WORKMANSHIP	Raw edges	N/A	N/A	X	

RED2	WORKMANSHIP	Raw edges	N/A	N/A		X
REP1	WORKMANSHIP	Poor Repair	N/A	N/A	X	
REP2	WORKMANSHIP	Poor Repair	N/A	N/A		X
ROP1	WORKMANSHIP	Roping seams, hems etc.	N/A	N/A	X	
ROP2	WORKMANSHIP	Roping seams, hems etc.	N/A	N/A		X
SED1	ACCESORY	Sharp Edges-buttons etc.	N/A	N/A	X	
SEW1	WORKMANSHIP	Poor Sewing	N/A	N/A	X	
SEW2	WORKMANSHIP	Poor Sewing	N/A	N/A		X
SHD1	FABRIC / MATERIAL	Shading	N/A	N/A	X	
SHT1	ACCESORY	Shade-thread, zipper etc.	N/A	N/A	X	
SIZ1	PACK / LABEL	Mixed Sizes	N/A	N/A	X	
SOL1	WORKMANSHIP	Soiled	N/A	N/A	X	
SOL2	WORKMANSHIP	Soiled	N/A	N/A		X
UNI1	WORKMANSHIP	Uneven Parts	N/A	N/A	X	
UNI2	WORKMANSHIP	Uneven Parts	N/A	N/A		X
UNP1	FUNCTIONAL	Unworkable Parts	N/A	N/A	X	
UTT1	WORKMANSHIP	Untrimmed Thread bigger than ¼"	N/A	N/A	X	
UTT2	WORKMANSHIP	Untrimmed Thread Shorter than ¼"	N/A	N/A		X
WCD1	PACK / LABEL	Wrong Case Dimensions	N/A	N/A	X	
WCD2	PACK / LABEL	Wrong Case Dimensions	N/A	N/A		X
WPK1	PACK / LABEL	Wrong Packing Dimensions	N/A	N/A	X	
WPK2	PACK / LABEL	Wrong Packing Dimensions	N/A	N/A		X
WSK1	PACK / LABEL	Wrong SKU	N/A	N/A	X	

Appendix #6 General Certificate of Conformity

[Bluestem General Certificate of Conformity GCC](#)

Technical Design Manual Apparel & Footwear

~~July 2018~~

June 2021

16. Introduction

The Bluestem Technical Design Manual – Softlines provides Vendors with Bluestem’s expectations for finished products. All the required steps and conditions outlined must be adhered to in order to ensure a high quality finished product. When a Vendor accepts a Bluestem Brand order, the Vendor guarantees that all products and items furnished are in accordance with this manual and in compliance with all requirements as stated on the purchase order agreement. In the event of conflicting information between the purchase order and this manual and/or the Technical Package (see section 10), it is the Vendor’s responsibility to seek resolution and clarity. Additionally, it is the Vendor’s responsibility to ensure that all photography samples accurately represent specifications on the purchase order agreement and to make the necessary changes required for proper fit and proportion on a model. In the event of changes in any applicable laws, statutes, regulations, or ordinances which exceed the requirements outlined in the attached pages, it is the Vendor’s responsibility to furnish goods which meet the higher standards. **Any exemption from the requirements described in this manual must be approved by the applicable Bluestem Brand Quality/Technical Design Team.** The responsibility for meeting Bluestem Brands’ quality standards falls on the Vendor. The following requirements and standards are to be adhered to unless otherwise specified by the Bluestem Merchant, Designer, Sourcing Managers and/or Technical Design Teams.

17. Guiding Principles of Technical Design

We believe that the ultimate purpose of our work is to meet or exceed our customer’s idea of quality products and to strive to achieve the best possible product for our customer through fit consistency, construction of the garments and overall quality.

We believe that we are accountable to our customers, company, co-workers and ourselves.

We believe in building constructive relationships based on mutual respect, candor and understanding.

We believe in encouraging innovative thinking and seeking practical, long-term solutions that best serve the customer and the company.

18. Fabric Manufacturing Requirements and Standards

It is the Vendor's responsibility to perform adequate inspection of fabrics, trims, and findings in order to conform to Bluestem product performance standards and in accordance with FTC requirements. For more specific information, see the Product Testing Program for Softlines:

<http://orchardhomeservices.com/vendor-relations/>

- General – Fabric must be first quality and free of:
 - Flaws, runs, snags, pulled threads, misweaves, holes and barre’
 - Missed or dropped stitches
 - Noticeable pilling or snagging after three care cycles
 - Exposed yarn ends or knots on face side of fabric
 - Knitting or weaving variances within the goods
 - Float yarns must be taut with a maximum length of 6 stitches
 - Knits must stretch and recover as indicated by styling
 - Unless otherwise specified in the Tech Pack, rib knit cuffs and bands must contain spandex to ensure proper stretch and recovery
 - Hand of fabric must be as originally ordered and have no noticeable stiffness or roughness caused by improper dyeing, printing, or finishing
 - Any offensive odors caused by the dyeing and/or the finishing process

- Fabric Weight
 - Fabric weight must be quoted in ounces per square yard or grams per meter squared

- Dyeing and Printing
 - Shade must be even throughout the garment and all coordinating pieces
 - Fabric shading within a coordinating group is not acceptable
 - Finished garments must be free from fading and/or shade bars, unless this is a specific design/dye method used to purposely create a faded or shaded look
 - Printed fabrics must be on register

- Disclaimer Tags
 - There are some cases where a disclaimer tag may need to be inserted to inform the customer of special characteristics inherent in the weaving, dyeing, or finishing process
 - All disclaimer tags must be approved by the technical design team leads
 - It is the responsibility of the vendor to order and insert/attach the disclaimer tags once they are approved by the Technical Design Team leads, Merchants, or Sourcing Manager

- Leather and Suede
 - Garments must be free from:
 - Obvious shading
 - Holes or knife cuts
 - Brand marks
 - Dye or pigment flaking
 - Suede garments must be cut with a uniform nap direction

NOTE: Most leather garments have minor imperfections that add to the natural beauty of the garment, therefore, leather garments will be evaluated on a case by case basis.

19. Garment Manufacturing Requirements

- General
 - All fabric and trims used in an individual garment must be fully compatible with the care instructions and corresponding product performance requirements found in the Bluestem Testing Program - Softlines
 - Component parts must not exhibit differential shrinkage of more than 2%
 - Garments must be free of excessive puckering of seams, plackets, pockets, etc.
 - Garments must not exhibit twist or torque of over 5% after one washing
 - Finished garments must meet approved fully graded specifications
 - Corresponding parts must be symmetrical and even in length

- General Shade Matching Requirements
 - Shade matching should be checked using three light sources: standard daylight (7500K), cool white fluorescent (4200K) and standard incandescent (2800K), established instrumentally
 - Coordinating items must match within tolerance, so that any item is perceived to match any intended coordinate through the life of the program

- Fabric Matching
 - Plaids
 - Must be matched across center front and center back
 - Collars must be both matched and balanced. Mirrored (if it is an even plaid)
 - Cuffs and sleeves must be mirrored
 - Sideseams may require matching when specified
 - Patch pockets to match vertically and horizontally
 - Any applied placket on a plaid must be matched both vertically and horizontally to the body

 - Stripes and Prints:
 - Must be aligned both vertically and horizontally
 - Horizontal engineered stripes on knits must match at sideseams
 - Any applied top placket on a stripe or print garment must be matched both vertically and horizontally to the body
 - Patch pockets to match vertically and/or horizontally

- Sewing and Cutting
 - Major body parts of garments must be cut on straight grain (warp direction). Exceptions would be border print garments
 - Wovens with spandex and knit fabrics must be allowed to relax 24 hours before placing markers and cutting
 - No part of a garment is to be cut on the tubular fold
 - Fabric must be sewn with the right side to the exterior
 - Napped, pile and one-way print fabrics must be cut in one color rich direction. (NOTE: 1-way per garment and 2-way per order MAY be allowed if specified on the tech pack/ purchase order)
 - Rises are to be sewn on circular
 - Blazers, coats and jacket sleeves to be set on circular

- Pressing
 - All seams and hems must be pressed including armholes, rises, out and inseams, etc.
 - Garments must be free of:
 - Burn or scorch marks
 - Glaring shine marks on the surface of the garment
 - Press marks resulting from the use of clamps or holding devices
 - Do not hard press pleats, folds, hems and seams causing an objectionable effect on garments exterior appearance
 - Garments must be properly dried after pressing before they are packaged
 - When removed from the package, visible garment wrinkles should reflect only the folding creases
 - Dart allowances are to be pressed as follows:
 - Bust darts downward
 - Waistline darts pressed towards center
 - Facings to be pressed to interior so not visible on exterior

20. Construction Requirements

- Seams and Stitches
 - Garment may not have seams that are twisted, puckered, crooked, or contain pleats
 - Seams must be completely closed and free from broken stitches
 - Seam allowances must be even
 - All seams must be clean finished or overlocked. No raw edges or pinked edges are acceptable. This includes lining seams which may fray to the extent that seams fall apart
 - Joining seams must meet
 - The number of stitches per inch is based on fabric type and must be even in length

- 9-11 stitches per inch for knits
 - 10-12 stitches per inch for wovens
 - 3-4 stitches per inch for blind hems
 - Garment must not exhibit seam slippage
 - Topstitching must be even and not cause roping
 - Knit seams must give with stretch of fabric
 - Monofilament thread is not allowed
 - Shoulder seams of knit garments must be taped with clear elastic (elastane) on back side of seam allowance
 - All thread tails must be trimmed
 - All seam ends that are not enclosed in another seam must be secured
 - Seams on knits must be mock safety stitched
 - Seams on wovens must be safety stitched
 - Reinforcement stitching must be added to the armhole/armpit (suits, jackets, coats) and back rise of bottoms
- Hems
- Hems must be completely closed and lay flat without puckering, twisting or roping
 - Seams must be aligned when the hem is turned up for hemming
 - When the hem is blindstitched, the appearance of stitches on the front of fabric must be minimal
 - Hems must hang parallel to the floor unless styling dictates otherwise
 - Hems on woven fabrics must be clean finished and appropriate for garment styling. Clean finish options include:
 - Overlocked and blindstitched
 - Double turned and topstitched
 - Hems on knit fabrics must be clean finished and appropriate for garment styling. Clean finish options are:
 - Overlocked, turned and blindstitched
 - Turned and two needle coverstitched
 - Turned and three needle coverstitched
 - Satin merrow stitched
 - On full button, snap or zip front styles, front edges must hang evenly
 - Hems that are elasticized may be clean finished or overlocked and topstitched
 - Hem height must be uniform
 - As a general rule, and dictated by styling, bottom hems and sleeve hems must be hemmed on circular
 - Hems finish under front facings and back kick pleat facings when hem height is greater than 3/8"

- Hems finish under side vent and back vents when hem height is greater than 3/8"
- Linings are required to have action pleats at sleeve and bottom hems and at the center back for jackets and coats
- Pant and straight skirt hem heights must be at least 1-1/4" unless otherwise specified

- Collars and Necklines
 - Collar points must be properly turned to form point (or design shape)
 - Collar must be symmetrical on both sides
 - Collar must be centered on neckline
 - Neck opening must be centered at front unless otherwise specified
 - Interlining must be compatible with collar. Fusibles should be applied to the underside of the collar
 - Neckline edges must be clean finished on knits and wovens. The following are acceptable finishes, but dictated by styling:
 - Binding
 - Facing with interlining
 - Bias facing
 - Ribbing set on circular
 - Binding must fit the edge to which it is applied without stretching or drawing in the neckline
 - When folded into place, a collar must cover the neckline seam
 - Necklines with collars are to be clean finished, either with the seam allowance turned into the collar or the neckline seam taped
 - The outer edges of the collar must be smooth and even with no seam wells or holes
 - Seam allowances must be trimmed to reduce bulk
 - Garments with collars and collar bands must have band sewn straight across at center front placket, not at a downward angle

-

- Sleeves and Cuffs
 - Rib knit cuffs must be set on circular
 - Cuff height must be even
 - When setting in sleeves in armholes, all ease must be evenly distributed above sleeve notches without puckers, pleats or dimples
 - On tailored cuffs, the seam allowance of the sleeve/cuff joining seam must be inserted into the cuff
 - A properly set sleeve should hang at a slight forward angle that reflects the natural position of the arm
 - The front and back of a sleeve cap cannot have the identical shape

- Waistbands with Elastic
 - Waistband height must be even
 - All pull-on elastic waists must be sewn on circular
 - Elastic must be stretched and evenly distributed around the waist during application
 - A minimum of 2 rows of stitching are required to prevent the elastic from folding over onto itself. Rows of stitching must be evenly spaced
 - Ends of elastic must be over lapped and sewn together
 - All elastic must be preshrunk and non-roll
 - Tunneled elastic must be topstitched in place
 - Elastic qualities are evaluated as part of the fit sample evaluation. A quality sample may be requested at the time of fit if needed

- Waistbands without Elastic
 - Waistband height must be even
 - The garment waist is not to be stretched when setting on the waistband
 - Waistband must be smooth and flat (no roping)
 - Set-on rigid waistbands must contain interlining
 - Inside edges must be either taped, turned and clean finished, or overlocked and finished (stitch in the ditch)
 - If a waistline is faced, the waistline facing grainline must match the grainline of the garment

- Drawstrings
 - Drawstring ends must be clean finished
 - Drawstrings are to be tacked at the center back of garment to secure it in the casing

- Buttonholes
 - Buttonholes must be evenly spaced, evenly formed, and trimmed clean
 - Buttonhole stitching must have full thread coverage that completely finishes the edges of the buttonhole opening
 - Buttonholes must operate smoothly with buttons, but not be so large that the button will slip out during normal use
 - Buttons and buttonholes must have interlining behind shell fabric
 - A buttonhole/button should be placed at the bustline whenever possible (Women's)

- Buttons and Findings
 - Buttons and findings must be attached with a lockstitch. Two-hole buttons should be secured with 9 drops; four-hole buttons should be secured with 18 drops; jackets and coats must have buttons secured with a thread shank
 - No loose threads should hang from the buttons

- For all horizontal buttonholes, the button placement to be set so that it sits at the wearer's right corner of the buttonhole (Men's) and sits at the wearer's left corner of the buttonhole (Women's)
- For all vertical buttonholes, the button placement to be set so that it is in the center of the buttonhole
- Garments with buttons should have an extra button for each button size on garment attached in a button bag to the label
- Snaps to operate easily and stay closed securely

- Components
 - Components must be usable throughout the product life cycle and fully compatible with the care instructions as specified on the label
 - Grippers, snaps and eyelets must have interlining behind shell fabric

- Darts
 - Dart points shall not have dimples or bubbles
 - No creases or wells are to be present on the dart
 - All darts must be pressed according to the Pressing section of this manual
 - Mirrored darts are to be identical in size and angle
 - For lightweight fabric, at least 1/2" of uncut thread to be left at the point end of the dart, or a knot must be formed. For heavy weight fabric, the dart point must be backstitched

- Zippers
 - Zippers must lay flat, without waviness, when closed
 - Zippers must be proper length for garment opening
 - Zipper must operate smoothly
 - Zippers must be first quality Talon/YKK or approved equivalent
 - Women's zip closures lap right over left and Men's lap left over right
 - Two-way or separating zippers, the zipper pull must be on the wearer's right side for Men's and Women's
 - Zipper teeth must be concealed properly in both lapped and centered zipper applications
 - Zippers must be compatible with the care instructions as specified on the garment label and have no differential shrinkage
 - Zipper pull on pants and skirts must lock
 - Zipper functionality must be unchanged after laundering or dry cleaning

- Thread
 - Thread must match garment color with the exception of contrast topstitching
 - Thread must be proper weight and construction for smooth, strong seams
 - Thread must be colorfast

- Thread must be compatible with the care instructions as specified on the garment label
- Monofilament threads are not allowed

- Interlining, Lining, Batting
 - Inner construction fabrics (interlining, shoulder shaping, sleeve heads, etc.) must be fully compatible with the care instructions as specified on the garment label to retain the silhouette without distortion after the garment has been cleaned
 - Inner construction fabrics must be compatible with the weight and color of shell fabric:
 - White is to be used on light and pastel colors
 - Grey is to be used on medium tone colors
 - Black is to be used on dark colors
 - Inner construction fabrics must lie flat without bubbles
 - Fusible interlinings must be fully adhered to fabric
 - Fusible interlinings must not exhibit any strike back or strike through of resins during the application process
 - Linings must match or coordinate with outer shell fabric unless otherwise specified
 - Linings must be pressed without wrinkles, shine or watermarks
 - Pocket linings must be the same fabric as the lining unless otherwise specified
 - Linings must not make the outer garment ripple, pull or appear lumpy
 - Linings must not extend beyond the outer edges of a garment
 - Linings are required to have action pleats at sleeve and bottom hems as well as at the center back of suits, jackets, coats, etc.
 - Batting used for quilting is to be sheeted, not loose fill

- Pockets
 - Sideseam and 1/4 top pocket openings must be bar tacked or back tacked (3 stitches minimum) at both top and bottom
 - Patch pockets must be evenly placed from center front and aligned horizontally
 - Patch pockets must be back tacked (3 stitches minimum) or bar tacked at top corners
 - Pairs of pockets must be the same size and shape unless otherwise specified
 - Drill holes must be completely concealed
 - Patch pockets may require fusible interlining in either pocket hem or entire pocket
 - 1/4 top and bias pocket openings must be interlined
 - Seam allowances at top edges of patch pocket openings must be miter turned and hidden
 - On 1/4 top pockets and “J” shaped pockets, the front opening of the pocket must be faced with self-fabric. Pocket facing must be 1-1/4” so that the pocketing does not show during wear

- Facings
 - All facings must be clean finished
 - Facings must be properly pressed, clipped and understitched so that they lay flat and do not roll out to the front side of the garment
 - Facings must be anchored to the reverse side of the garment in a manner that is not noticeable, such as tacking at seams. Topstitching, when used, serves as one method of securing the facing
 - Facings must be interlined
 - Convertible collars need to have sufficiently wide facings to conceal the interior of the garment during wear

- Belts
 - Rigid belts must not leave permanent creases when folded
 - Belt backing must be durable and color compatible
 - Belt turnback must be stitched or grommeted (no staples)
 - Rigid belts must have the size stamped on the back side
 - Belt buckles must hold the free end of the belt securely when closed
 - Belts must not crock or bleed color onto garments when worn
 - Belt keepers are required on rigid belts

- Belt Loops
 - Belt loops must be securely attached (either sewn into the seam or turned under and bar tacked) to the garment
 - Belt loops must be correctly spaced on the garment
 - All belt loops on a garment must be uniform in size and shape

- Plackets
 - Placket width must be even
 - Bottom of set-in plackets must be flat, without any distortion at the corners
 - Placket must be set straight from top to bottom (no waviness)
 - The under placket must not extend beyond the outer placket when closed
 - The placket ends must be secure with no holes or weak areas
 - Continuous lap sleeve plackets should be mitered with a minimum 3" length opening

- Embellishments

- Tear away fabric used in the embroidery process must be removed from the back side of the garment before shipping
- All screen prints, embroideries, and/or other embellishments must be fully compatible with the care instructions as specified on the garment label
- Screen prints, iron-ons, embroideries and all decorative trims must be applied without twists, bubbles, etc.
- Trims used at corners and “V”s must be mitered
- Trims must not distort the garments shape; especially use caution on curved areas

21. Footwear

- General

- Mates must match (color, size, finish, etc.) ...no shading
- Footwear must be clean and free of any spots, stains or obvious shading
- All soles must be made of non-slip material
- Footwear must be free of loose or long threads
- Thread must be the correct color, size and type
- Eyelets must be evenly placed, and punched out
- All trim must be securely attached
- Buckle must match strap size
- Laces must be the appropriate length for the style
- Zippers must work freely
- Wide widths must have a wide width sole, not just a larger girth
- Finish must look and feel good (no tacky or sticky finish)

- Construction

- Stitching/Gluing/Stapling
 - Sewing must be even without broken or skipped stitches
 - Footwear must be free of needle holes
 - Seams must be fully stitched or glued
 - Footwear must be free of glue stains/marks on the inside and outside
 - All staples and nails must be securely driven into footwear
 - Insoles must be the correct size and properly affixed
 - The inside of the shoes must be free of any rough spots

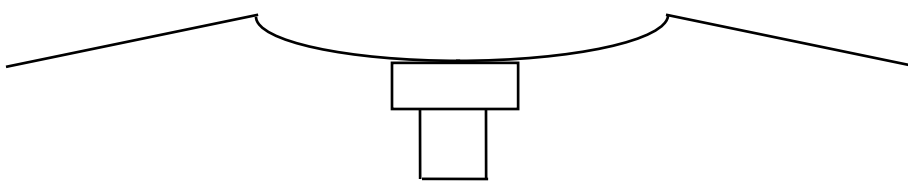
22. General Expectations of Performance

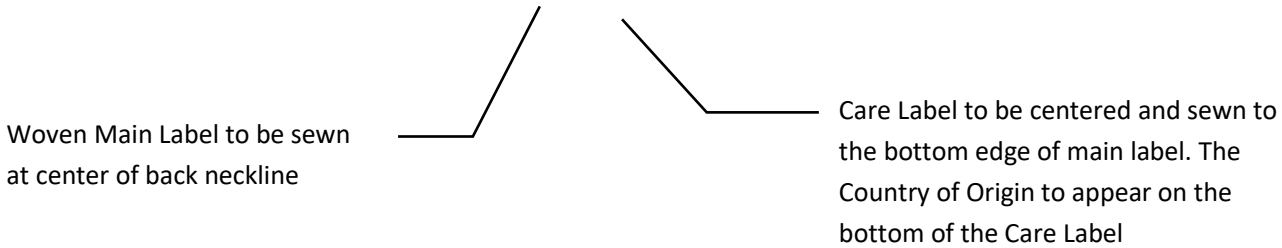
- Laundered garments must not exhibit:

- A noticeable change in appearance or fit after reasonable wear and cleaning
 - Delamination or blistering of fusible interlinings/interfacing
 - Distorted appearance of fabric component parts (for example: collars, zippers)
 - Open seams, slipped seams or broken stitches
 - Skewed (twisted, torqued, spiraled) legs, sleeve or body of a garment
 - Excessive shedding, bald spots or matted appearance on furs and pile fabrics
 - Color transfer (cross-staining/bleeding)
 - Pilling, fuzzing, snagging, etc.
 - Shifting of filling material in an item or deterioration of fill
 - Formation of holes
 - Excessive puckering of seams
 - Linings not securely attached in place
 - Components that have differential shrinkages of trim, body fabric or linings
 - Fraying or raveling of buttonholes, trims, hems, seam allowance or quilting stitches
 - Deterioration of elastic
 - Chipping, discoloration or rusting of hardware
 - Bleeding or fraying of drawstrings
 - Buttons, snaps falling off and/or breaking
- Linings, batting and quilted linings/fabrics must stay securely in place after washing or cleaning
 - Hardware and trims must stay securely in place after washing or cleaning
 - All embellishments and trims must be fully compatible with the care instructions specified on the garment label

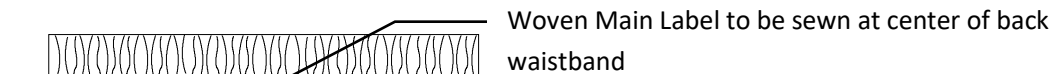
23. Care Labels

- General Label Placement
 - Woven brand label is to be sewn to the interior of each garment unless a tagless label has been requested
 - The Vendor must comply with FTC and U. S. Customs labeling requirements. For a detailed explanation of FTC labeling requirements go to:
<http://www.business.ftc.gov/documents/bus21-threading-your-way-through-labeling-requirements-under-textile-and-wool-acts>
 - General Label Placement **for Tops:** Country of origin must be clearly visible in the neckline on the Care Label





- General Label Placement **for Bottoms**: Country of origin must be clearly visible on the Care Label



24. Development and Fit Process for Vendors

What is needed from the Vendor is based on how the product is being selected and/or developed. All Vendors must meet the Bluestem Fabric Manufacturing, Garment Manufacturing and Construction Requirements provided in this manual unless otherwise specified by the Bluestem Brand. Vendors work with Bluestem Brand Merchants, Sourcing Managers and/or Designers on style selection. All garments fall into one of the following categories:

A. “Branded” Style:

Bluestem Brand Merchants work with the Vendor on style selection from the Vendors line.

- Bluestem Brands will not fit the garment nor make any changes to the styling or garment measurements (this includes footwear)
- Bluestem Brand Merchant adopts the product and provides Vendor with a PCN (item number, style number)
- The Vendor’s grade is used
- The Vendor does not go through the fit process
- The Vendor provides a Technical Package (Tech Pack, see section 10), before goods are shipped, to the Bluestem Brands Technical Design Team or Merchandising Team at time of adoption, which includes a:
 - A front and back sketch (photo for footwear)
 - Fully graded measurement spec for all sizes offered (does not apply to footwear)
 - Top of Production (TOP) Garment for reference if requested (to either Merchants or Technical Designer based on brand), tagged with a Bluestem TOP tag (see Appendix 1 for all Sample Tags) and the front side of tag filled in with:

- Bluestem Brand name
- Vendor name
- Purchase Order number
- Bluestem Brand PCN (item number, style number)
- Size of garment
- Date
- Season
- Fabric
- Fiber Content
- The Vendor attaches the tag to the left underarm (tops/dresses) or the left side at waistband (bottoms)
- TOP samples to be sent to the Bluestem Brand Technical Team (see Appendix 8)

B. Vendor Proposed Style:

Vendor offers a style (Prototype or Inspiration garment) to the Bluestem Brand Merchant(s)

- Bluestem Brand Merchant reviews and if they adopt/award the product/program to the Vendor, the Vendor is provided a PCN (item number, style number)
- The Vendor provides a sketch (front and back) (photo for footwear) to the Bluestem Brand Merchant
- The Vendor goes through the fit process
- The Vendor is to provide the 1st fit sample within 30- 45 days from the order confirmation date
- To be reviewed for fit, samples must be in the correct size for fitting; the size required is dictated by each individual Bluestem Brand (for required fit sample size(s) see Appendix 8)
- The individual Bluestem Brands grade rules will be used
- The fit process:
 - The Vendor submits a 1st Fit Sample and Fit Approval Form (see Appendix 2 or 3)
 - The Vendor fills out their proposed measurements for this style on the Fit Approval Form. These measurements are to be based on the Bluestem Brands Basic Garment Specs for sample size (previously provided to vendors see Appendix 4)
 - The Vendor measures the 1st fit sample and fills in the actual measurements of the 1st fit sample on the Fit Approval Form
 - The Vendor fills in the top of the Fit Approval form:
 - Bluestem Brand name
 - Vendor name
 - Purchase Order number
 - Bluestem Brand PCN
 - Size of garment

- The Vendor fills out a Bluestem Fit Sample tag (see Appendix 1). The front of the tag is to be filled in with:
 - Bluestem Brand name
 - Vendor name
 - Purchase Order number
 - Bluestem Brand PCN
 - Size of garment
 - Date
 - Season
 - Sample Fabric is (interlock, twill, etc. and if available or actual)
 - Fiber Content
- The Vendor attaches the sample tag to the left underarm (tops/dresses) or the left side at waistband (bottoms) or on the bottom (footwear)
- The Vendor reviews the sample before sending for fit, making sure the garment's measurements are within tolerance, that the fabric is correct and that the styling details are as negotiated with the Bluestem Brand Merchant(s). DO NOT SEND FIT SAMPLES IF: styling is wrong, measurements are not similar to our Bluestem Brand Basic Garment Specs (exceptions only due to styling) or are not within a reasonable tolerance, fabric is wrong, etc.
- Fit samples are to be in the correct fabric but can be in a substitute color
- Buttons and trims can be close substitutes
- Samples to be sent to the Bluestem Brand Technical Team (see Appendix 8)
- IF FIT IS APPROVED, Vendor proceeds to lab testing and production*
- IF FIT IS CONDITIONALLY APPROVED, Vendor makes required corrections for production and proceeds to lab testing and production*
- IF FIT IS REJECTED, Vendor makes required corrections and resubmits a 2nd fit sample within 10 working days. The remake of samples continues until a fit is APPROVED or CONDITIONALLY APPROVED. Our goal is to APPROVE (or CONDITIONALLY APPROVE) with no more than two fits
- Please note: A Pre-Production (PP) sample and/or Top of Production (TOP) sample to be provided upon request

*A complete Technical Package (Tech Pack) is to be provided by the Vendor to Consumer Testing Laboratory (CTL) when the Vendor submits their samples for testing. The Tech Pack contents required, and the responsible parties are detailed in Section 10

C. Bluestem Brand Proposed Style:

Bluestem Brand Merchant approaches Vendor with a style they want to offer. The Vendor may receive a photo, fabric swatch, description and/or a garment from the Bluestem Brand Merchant.

- Bluestem Brand Merchant reviews styling with Vendor and if they adopt/award the product/program to the Vendor, the Vendor is provided a PCN (item number, style number)
- The Vendor provides a sketch (front and back) (photo for footwear) to the Bluestem Brand Merchant
- The Vendor goes through the fit process
- The Vendor is to provide the 1st fit sample within 30-45 days from the order confirmation date
- To be reviewed for fit, samples must be in the correct size for fitting; the size required is dictated by each individual Bluestem Brand (for required fit sample size see Appendix 8)
- The individual Bluestem Brand grade rules will be used
- The fit process:
 - The Vendor submits a 1st Fit Sample and Fit Approval Form (see Appendix 2 or 3)
 - The Vendor fills out their proposed measurements for this style on the Fit Approval Form. These measurements are to be based on the Bluestem Brand's Basic Garment Specs for sample size (previously provided to vendors see Appendix 4)
 - The Vendor measures the 1st fit sample and fills out the actual measurements of the 1st fit sample on the Fit Approval Form
 - The Vendor fills in the top of the Fit Approval form:
 - Bluestem Brand name
 - Vendor name
 - Purchase Order number
 - Bluestem Brand PCN
 - Size of garment
 - The Vendor fills out a Bluestem Fit Sample tag (see Appendix 1). The front of the tag is to be filled in with:
 - Bluestem Brand name
 - Vendor name
 - Purchase Order number
 - Bluestem Brand PCN
 - Size of garment
 - Date
 - Season
 - Sample Fabric is (interlock, twill, etc. and if available or actual)
 - Fiber Content
 - The Vendor attaches the tag to the left underarm (tops/dresses) or the left side at waistband (bottoms) or on the bottom (footwear)
 - The Vendor reviews the sample before sending for fit, making sure the garment's measurements are within tolerance, that the fabric is correct and that the styling details are as negotiated with the Bluestem Brand Merchant(s). DO NOT SEND IF: styling is wrong,

measurements are not similar to our Bluestem Brand basic garment specs (exceptions only due to styling) or are not within a reasonable tolerance, fabric is wrong, etc.

- Fit samples are to be in the correct fabric but can be in a substitute color
- Buttons and trims can be close substitutes
- Samples to be sent to the Bluestem Brand Technical Team (see Appendix 8)
- IF FIT IS APPROVED, Vendor proceeds to lab testing and production*
- IF FIT IS CONDITIONALLY APPROVED, Vendor makes required corrections for production and proceeds to lab testing and production*
- IF FIT IS REJECTED, Vendor makes required corrections and resubmits a 2nd fit sample within 10 working days. The remake of samples continues until a fit is APPROVED or CONDITIONALLY APPROVED. Our goal is to APPROVE (or CONDITIONALLY APPROVE) with no more than two fits
- Please note: A Pre-Production (PP) sample and/or Top of Production (TOP) sample to be provided upon request

*A complete Technical Package (Tech Pack) is to be provided by the Vendor to Consumer Testing Laboratory (CTL) when the Vendor submits their samples for testing. The Tech Pack contents required, and the responsible parties are detailed in Section 10

D. Bluestem Brand Developed Style:

The Bluestem Brand Merchant Team and/or Sourcing Team approaches the Vendor with a style they want to offer.

- The Vendor is provided with a Development Package for that style which includes:
 - Bluestem Brand's proposed graded measurement spec (costing spec)
 - Design details/Bill of Materials
 - Fabric information and/or swatch
 - Front and back sketch
 - Construction information specific to the style
- The Vendor makes a Counter Sample based on the Development Package and sends the sample for review to the Bluestem Brand with a completed Counter Sample tag (see Appendix 1 for all Sample Tags)
 - The Vendor fills out a Bluestem Counter Sample tag. The front of the tag is to be filled in with:
 - Bluestem Brand name
 - Vendor name
 - Purchase Order number
 - Bluestem Brand PCN
 - Size of garment

- Date
- Season
- Sample Fabric is (interlock, twill, etc. and if available or actual)
- Fiber Content
- If any changes are required after the Bluestem Brand team reviews the Counter Sample, the Vendor will be notified. This is what the Vendor is to follow for the fit sample if awarded the product/program. At that time a PCN (item number, style number) will be provided to the Vendor
- If no changes are required after the Bluestem Brand team reviews the Counter sample, then the Vendor proceeds to making a fit sample if awarded the product/program. At that time a PCN will be provided to the Vendor
- The individual Bluestem Brand grade rules will be used
- Vendor goes through the fit process
- The Vendor is to provide the 1st fit sample within 30-45 days from the order confirmation date with any changes/revisions based on the Bluestem Brands review of the Counter sample
- To be reviewed for fit, samples must be in the correct size for fitting; the size required is dictated by each individual Bluestem Brand (for required fit sample size(s) see Appendix 8)
- The fit process:
 - The Vendor submits a 1st Fit Sample and Fit Approval Form (see Appendix 2 or 3)
 - The Vendor fills out Bluestem Brand's proposed measurements for this style on the Fit Approval Form. These measurements are from the costing spec provided in the Development pack
 - The Vendor measures the 1st fit sample and fills out the actual measurements of the 1st fit sample on the Fit Approval Form
 - The Vendor fills in the top of the Fit Approval form:
 - Bluestem Brand name
 - Vendor name
 - Purchase Order number
 - Bluestem Brand PCN
 - Size of garment
 - The Vendor fills out a Bluestem Fit Sample tag. The front of the tag is to be filled in with:
 - Bluestem Brand name
 - Vendor name
 - Purchase Order number
 - Bluestem Brand PCN
 - Size of garment
 - Date
 - Season
 - Sample Fabric is (interlock, twill, etc. and if available or actual)

- Fiber Content
 - The Vendor attaches the tag to the left underarm (tops/dresses) or the left side at waistband (bottoms)
 - Vendor reviews sample before sending for fit, making sure the garments measurements are within tolerance, that the fabric is correct and that the styling details are as negotiated with the Bluestem Brand Merchant(s). DO NOT SEND IF: styling is wrong, measurements are not like our Bluestem Brand basic garment specs (exceptions only due to styling) or are not within a reasonable tolerance, fabric is wrong, etc.
 - Fit samples are to be in the correct fabric but can be in a substitute color
 - Buttons and trims can be close substitutes
 - Samples to be sent to the Bluestem Brand Technical Team (see Appendix 8)
- IF FIT IS APPROVED, Vendor proceeds to lab testing and production*
- IF FIT IS CONDITIONALLY APPROVED, Vendor makes required corrections for production and proceeds to lab testing and production*
- IF FIT IS REJECTED, Vendor makes required corrections and resubmits a 2nd fit sample within 10 working days. The remake of samples continues until a fit is APPROVED or CONDITIONALLY APPROVED. Our goal is to APPROVE (or CONDITIONALLY APPROVE) with no more than two fits
- Please note: A Pre-Production (PP) sample and/or Top of Production (TOP) sample to be provided upon request

*A complete Technical Package (Tech Pack) is to be provided by the Vendor to Consumer Testing Laboratory (CTL) when the Vendor submits their samples for testing. The Tech Pack contents required, and the responsible parties are detailed in Section 10

25. On Our End: Bluestem Technical Design Teams Commitment to Our Vendors Regarding Fit Samples

All Bluestem Technical Design Teams are dedicated to fitting garments and getting fit comments to Vendors within 5 days of a fitting. Please be aware that other circumstances/priorities may arise and cause delays in meeting that turn time. It is therefore recommended that Vendors submit garments as soon as possible for fit review after being awarded the product/ program.

- For “Branded” styles (again, if requested) we will:
 - Date TOP samples when received
 - Enter Vendor specs into system (Technical Design or Merchandising as per brand)
 - Copy specs into Customer Service folder for use with Customers
- For styles we fit, we will:
 - Date fit samples when received

- Measure samples
- Review styling details
- Review construction, including internal interlinings and elastics, etc.
- Review care instructions
- Review fiber content
- Review on model for styling appearance, movement issues, measurement concerns
- Review on fit form for balance, fit issues, measurement concerns
- Write a fit report which includes:
 - If needed, sketches and/or photos showing problems with the fit and how to correct
 - Fully graded specs, once fit has been Approved or Conditionally Approved (to be included in your Tech Pack sent to CTL for testing)
- Determine if a fit sample can be APPROVED, CONDITIONALLY APPROVED (somewhat minor changes/corrections required), or REJECTED (more major/critical corrections needed, the Vendor makes the changes and resubmits)
- E-mail fit report to the Vendor
- Notify the Merchants, Sourcing and Photo Ops teams of any fit changes that may/will impact the photo sample

Please note: fabrics, colors and findings are reviewed and approved by the Merchants and/or Designers. We will only comment when there is a quality and/or functionality problem.

26. Technical Package (“Tech Pack”)

A Technical Package is required for every style. A copy is kept on file in each Bluestem Brands Technical Design Department. It is the Vendor’s responsibility to send a complete Technical Package along with their sample(s) sent to Consumer Testing Laboratories (CTL) for laboratory testing. (See Bluestem Brand Testing Manual for Softlines)

- A complete Technical Design Package (Tech Pack) will include:
 - A front and back sketch
 - A fully graded measurement specification sheet for all sizes offered
 - Design Details/Bill of Materials
 - Construction details specific to the style and not covered in the General Manufacturing section of this manual. The responsible parties for the Tech Pack are as follows:

TECHNICAL PACKAGE REQUIREMENTS AND RESPONSIBLE PARTY → ↓	Front and Back Sketch	Design Details	Graded Measurement Specification (Spec)		Construction Details
"Branded" Styles	Vendor	Vendor	Vendor		Not applicable
Supplier Proposed Style	Vendor	Vendor	Proposed Spec Vendor	Final Spec Bluestem Brand Technical Designer	Not applicable
Bluestem Brand Proposed Style	Vendor	Vendor	Proposed Spec Vendor	Final Spec Bluestem Brand Technical Designer	Not applicable
Bluestem Brand Developed Style	Bluestem Brand Designer	Bluestem Brand Designer	Bluestem Brand Technical Designer		Bluestem Brand Technical Designer

27. Repeat Approval Process – For Blair Only

This is a process that saves everyone time and money. It can be used to eliminate some redundancy in the fit sample process. For when and how to use this process, see the following:

IF:

- It is a new style that is identical in styling and fabric to a style a Vendor has previously produced for the specific Bluestem Brand
- AND**
- The specific Bluestem Brand has already received stock from the Vendor

THEN:

- The Vendor needs to fill out the Repeat Approval Form (see Appendix 8) and send to the Bluestem Brand Technical Design Team

THE BLUESTEM BRAND WILL:

- Pull stock from our Bluestem Distribution Center and review it
- The Bluestem Brand will send you a fit report
- It may be APPROVED, and the Vendor can proceed with production (when all other requirements are met...testing and Tech pack)
- It may be APPROVED WITH CORRECTIONS...you make the corrections and proceed with production (when all other requirements are met...testing and Tech pack)
- It may be REJECTED...you will make the required corrections and resubmit a new fit sample

28. Sample Sizes to Submit by Brand

Sample Sizes
Draper's and Damon's, Norm Thompson Appleseeds and Wintersilks: Women's size 8 or Small
Sahalie: Women's size 10 or Medium
Haband, Bedford Fair, or Old Pueblo Traders: Women's size 12 or Medium
Blair: Women's size 14 or Medium
All Brands Men's Tops: Size 44 or L
All Brands Men's Bottoms: Size 38 or L
All Brands Men's Sportcoats: Size 44 or L
All Brands Mens Dress shirts submit size 17 1/2 X 34
All Brands: Hats, gloves, & scarves submit 1 of any color.
All Brands Bras and Intimates: Submit size 36B for bras and size 7 for women's underwear. Men's underwear submit size 38.

Appendix #1 Sample Tags

FRONT	BACK	FRONT	BACK
<p style="text-align: center;">bluestem brands</p> <p style="text-align: center;">Proto Sample</p> <p>Brand Name: _____</p> <p>Date: _____</p> <p>Season: _____</p> <p>Style/Dev. #: _____</p> <p>Description: _____</p> <p>From: _____ Office: _____</p> <p>Vendor/Factory: _____</p> <p>City of Origin: _____</p> <p style="text-align: center;">SAMPLE SIZE:</p> <p>Missy _____</p> <p>Women's _____</p> <p>Men's _____</p> <p>Correct Fabric Quality: Yes <input type="checkbox"/> No <input type="checkbox"/> (prior production fabric)</p> <p>Sample Yardage: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Fiber Content: _____</p> <p>Correct Trim Quality Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p style="text-align: center;">Merchandising Use Only</p> <p>Date Received: _____</p> <p>Approved <input type="checkbox"/></p> <p>Approved with Corrections <input type="checkbox"/></p> <p>Rejected <input type="checkbox"/></p> <p>Date Commented and Initials: _____</p> <p>Comments: _____</p> <hr/> <p style="text-align: center;">Overseas Office Use Only</p> <p>Comments: _____</p>	<p style="text-align: center;">bluestem brands</p> <p style="text-align: center;">Fit Sample</p> <p>Brand Name: _____</p> <p>Date: _____ PO#: _____</p> <p>Season: _____</p> <p>Style/Dev. #: _____</p> <p>Description: _____</p> <p>From: _____ Office: _____</p> <p>Vendor/Factory: _____</p> <p>City of Origin: _____</p> <p style="text-align: center;">SAMPLE SIZE:</p> <p>Missy _____</p> <p>Women's _____</p> <p>Men's _____</p> <p style="text-align: center;">Fit 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/></p> <p>Correct Fabric Quality: Yes <input type="checkbox"/> No <input type="checkbox"/> (prior production fabric)</p> <p>Sample Yardage: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Fiber Content: _____</p> <p>Correct Trim Quality Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p style="text-align: center;">Technical Design Use Only</p> <p>Date Received: _____</p> <p>Approved <input type="checkbox"/></p> <p>Approved with Corrections <input type="checkbox"/></p> <p>Rejected <input type="checkbox"/></p> <p>Date Commented and Initials: _____</p> <p>Comments: _____</p> <hr/> <p style="text-align: center;">Overseas Office Use Only</p> <p>Comments: _____</p>

The Proto Sample and Fit Sample tags are 2 ¾" wide by 6 ¾" long and should be printed on card stock paper

<p style="text-align: center;">FRONT</p> <p style="text-align: center;">bluestem Photo Sample</p> <p>Brand Name: _____</p> <p>Date: _____</p> <p>Season: _____</p> <p>Style #: _____</p> <p>Description: _____</p> <p>Vendor/Factory: _____</p> <p>City of Origin: _____</p>	<p style="text-align: center;">FRONT</p> <p style="text-align: center;">bluestem Pre-Production Sample</p> <p>Brand Name: _____</p> <p>Date: _____ PO#: _____</p> <p>Season: _____</p> <p>Style/Dev. #: _____</p> <p>Description: _____</p> <p>From: _____ Office: _____</p> <p>Vendor/Factory: _____</p> <p>City of Origin: _____</p> <p style="text-align: center;">SAMPLE SIZE:</p> <p>Missy _____</p> <p>Women's _____</p> <p>Men's _____</p> <p>Bulk Fabric: Yes <input type="checkbox"/></p> <p>Sample Yardage: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Fiber Content: _____</p> <p>Bulk Trim: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p style="text-align: center;">BACK</p> <p style="text-align: center;">Technical Design Use Only</p> <p>Date Received: _____</p> <p>Approved <input type="checkbox"/></p> <p>Approved with Corrections <input type="checkbox"/></p> <p>Rejected <input type="checkbox"/></p> <p>Date Commented and Initials: _____</p> <p>Comments: _____</p> <hr/> <p style="text-align: center;">Overseas Office Use Only</p> <p>Comments: _____</p>	<p style="text-align: center;">FRONT</p> <p style="text-align: center;">bluestem Production/TOP Sample</p> <p>Brand Name: _____</p> <p>Date: _____ PO#: _____</p> <p>Season: _____</p> <p>Style/Dev. #: _____</p> <p>Description: _____</p> <p>From: _____ Office: _____</p> <p>Vendor/Factory: _____</p> <p>City of Origin: _____</p> <p style="text-align: center;">SAMPLE SIZE:</p> <p>Missy _____</p> <p>Women's _____</p> <p>Men's _____</p> <p>Bulk Fabric: Yes <input type="checkbox"/></p> <p>Fiber Content: _____</p> <p>Bulk Trim: Yes <input type="checkbox"/></p> <p>TOP sample should be in bulk fabric with bulk trim. No substitution allowed!</p>	<p style="text-align: center;">BACK</p> <p style="text-align: center;">Technical Design Use Only</p> <p>Date Received: _____</p> <p>Approved <input type="checkbox"/></p> <p>Approved with Corrections <input type="checkbox"/></p> <p>Rejected <input type="checkbox"/></p> <p>Date Commented and Initials: _____</p> <p>Comments: _____</p> <hr/> <p style="text-align: center;">Overseas Office Use Only</p> <p>Comments: _____</p>
<p style="text-align: center;">BACK</p> <p>Color: _____</p> <p>Correct Fabric Quality: Yes <input type="checkbox"/> No <input type="checkbox"/> (prior season)</p> <p>Sample Yardage: Yes <input type="checkbox"/> No <input type="checkbox"/> (prior season production)</p> <p>Comments: _____</p>				

The Photo Sample tags are 2 ¾ " wide by 3 ¼" long. The Pre-Production Sample and Production TOP Sample tags are 2 ¾" wide by 6 ¾" long. All should be printed on card stock paper

Womenswear Sample Approval Forms for Footwear

Required Information from Supplier:

For Womenswear QS Use Only:

<u>Date:</u>	<u>Supplier Name/Development #:</u>	<u>Date Sample Received:</u>	<u>Date of Try On:</u>
<u>Product Code:</u>	<u>Status:</u> ___ 1 st Submit ___ 2 nd Submit ___ 3 rd Submit ___ TOP	<u>Sample Status:</u> ___ Approved ___ Approved W/Corr ___ Not Approved	
<u>Product Number:</u>	<u>Size(s) Submitted:</u>	<u>Present at Try On:</u> ___ BJS ___ LEL ___ DLS ___ BLF	

FIT COMMENTS

Men's Tops Fit Evaluation

Date:	Supplier:	
PCN	Status <input type="checkbox"/> 1 st Submit <input type="checkbox"/> 2 nd Submit <input type="checkbox"/> other	Size Submitted:
Fabric Content:		
Care Instructions:		

Garment Description:	Sample Status
<input type="checkbox"/> Details Reviewed	<input type="checkbox"/> Approved
<input type="checkbox"/> Fabric Content Reviewed	<input type="checkbox"/> Approved w/corrections
<input type="checkbox"/> Care Instructions Reviewed	<input type="checkbox"/> Not Approved
	Present at Fitting:

POM Code	Description	Tol +/-	Proposed Spec	Supplier Meas.	MW Meas.	Revise To
601	Front Body Length from HPS	3/8				
200	Across Shoulder curved AH	1/4				
240	Across Back 8" HPS curved AH	3/8				
265	Across Front 8" HPS curved AH	3/8				
210	Shoulder Slope IL to AH	1/8				
215	Forward Shoulder Height to seam	1/4				
260	Chest Circ at AH	1/2				
400	Sweep Circ Relaxed	1/2				
430	Bottom Band/Hem Height	1/8				
356	Sleeve Length from AH short	1/4				
300	Armhole Circ Curved on seam	3/8				
325	Sleeve Opening Circ short	3/8				
125	Neck Width seam to seam	1/8				
142	Front Neck Drop HPS to seam	1/8				
152	Back Neck High Drop HPS to seam	1/8				
155	Collar Height at CBN	1/8				
160	Collar Stand Height at CBN	1/8				
180	Collar Point Length	1/8				
280	Placket Width	1/8				
665	Pocket Height at center	1/8				
680	Pocket Width at top edge	1/8				
735	Top Pocket Placement from HPS	1/8				
740	Top Pocket Placement from CF	1/8				
120	Neck Circ Ctr button to button hole	1/4				

Men's Pant-Short Fit Evaluation

Date:	Supplier:	
PCN	Status <input type="checkbox"/> 1 st Submit <input type="checkbox"/> 2 nd Submit <input type="checkbox"/> other	Size Submitted:
Fabric Content:		
Care Instructions:		

Garment Description:	Sample Status
<input type="checkbox"/> Details Reviewed	<input type="checkbox"/> Approved
<input type="checkbox"/> Fabric Content Reviewed	<input type="checkbox"/> Approved w/corrections
<input type="checkbox"/> Care Instructions Reviewed	<input type="checkbox"/> Not Approved
Present at Fitting: TKS TMS HLC	

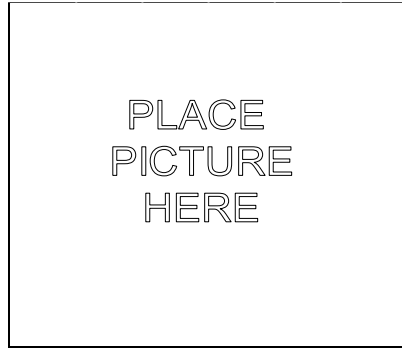
POM Code	Description	Tol +/-	Proposed Spec	Supplier Meas.	MW Meas.	Revise To
640	Inseam	1/4				
440	Waist Circ Relaxed	1/2				
445	Waist Circ Extended	1/2				
450	Waistband Height	1/8				
780	Zipper Length	1/4				
530	Low Seat Circ	1/2				
534	Low Seat Placement from crotch seam	1/8				
542	Front Rise from top edge	1/4				
547	Back Rise from top edge	1/4				
550	Thigh Circ at crotch	3/8				
560	Leg Opening	1/4				
665	Back Pocket Height at center	1/8				
670	Back Pocket Height at side	1/8				
680	Back Pocket Width at top edge	1/8				
685	Back Pocket Width at bottom	1/8				
750	Back Pocket Placement from WB seam	1/8				
755	Back Pocket Placement from SS	1/8				
710	Back Pocket Bag Height	1/4				
810	Back Pocket Welt Height	1/8				
660	Front Pocket Opening from SS	1/8				
750	Front Pocket Placement from WB seam	1/8				
710	Front Pocket Bag Height	1/4				
715	Front Pocket Bag Width at widest	1/4				



Men's Jacket's, Coats, and Vests Fit Evaluation

Date:	Supplier:		Garment Description: <input type="checkbox"/> Details Reviewed <input type="checkbox"/> Fabric Content Reviewed <input type="checkbox"/> Care Instructions Reviewed	Sample Status <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/corrections <input type="checkbox"/> Not Approved Present at Fitting:
PCN	Status <input type="checkbox"/> 1 st Submit <input type="checkbox"/> 2 nd Submit <input type="checkbox"/> other	Size Submitted:		
Fabric Content:				
Care Instructions:				

POM Code	Description	Tol +/-	Proposed Spec	Supplier Meas.	MW Meas.	Revise To
600	Back Body Length from HPS	3/8				
200	Across Shoulder	1/4				
240	Across Back 8" HPS	3/8				
210	Shoulder Slope IL to AH	1/8				
260	Chest Circ at AH	1/2				
400	Sweep Circ	1/2				
355	Sleeve Length from AH long	1/4				
300	Armhole Circ Curved on seam	3/8				
322	Muscle Circ at AH	3/8				
335	Sleeve Opening Circ long	1/4				
335	Sleeve Opening Circ at Seam Extended	1/4				
125	Neck Width seam to seam	1/8				
142	Front Neck Drop HPS to seam	1/8				
152	Back Neck High Drop HPS to seam	1/8				
805	Lapel width	1/8				
435	Back vent height	1/8				
435	Sleeve vent height	1/8				
730	Pocket Opening	1/4				
685	Pocket Width at bottom	1/8				
665	Pocket Height at center	1/8				
155	Collar Height at CBN	1/8				
160	Collar Stand Height at CBN	1/8				
180	Collar Point Length	1/8				



Double Sized Bottoms

COMPANY: Draper's and Damon's

Group Name _____

Division _____

Season _____

Special Ticketing: _____

VENDOR CODE _____

Style # _____ MISSY

Style # _____ PETITE

Style # _____ WOMEN

Desc _____

Date _____

Style :	Misses						Petite					Women's				Tol
Size	XS	S	M	L	XL	XXL	PXS	PS	PM	PL	PXL	1X	2X	3X	4X	+ / -
Waist OR Waistband Relaxed																3/4
Waist OR Waistband Extended																3/4
Waistband Height																0
Low Hip LOCATION specify measure location																
Low Hip Circumference <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																3/4
Front Rise Length along curve <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																1/2
Back Rise Length along curve <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																1/2
Inseam Length																1/2
Thigh Circumference 1" below crotch junction																1/2
Knee Circumference 14" below crotch junction																1/2
Leg Opening Circumference																1/2

	Misses			Petite			Women's		
Waist Design check one box in M, P, W	<input type="checkbox"/> Part FR Elastic & Full BK Elastic	<input type="checkbox"/> Full Elastic Waist	<input type="checkbox"/> BK Elastic Only	<input type="checkbox"/> Part FR Elastic & Full BK Elastic	<input type="checkbox"/> Full Elastic Waist	<input type="checkbox"/> BK Elastic Only	<input type="checkbox"/> Part FR Elastic & Full BK Elastic	<input type="checkbox"/> Full Elastic Waist	<input type="checkbox"/> BK Elastic Only
	<input type="checkbox"/> Side BK Elastic Only	<input type="checkbox"/> Flat Waist, No Elastic		<input type="checkbox"/> Side BK Elastic Only	<input type="checkbox"/> Flat Waist, No Elastic		<input type="checkbox"/> Side BK Elastic	<input type="checkbox"/> Flat Waist, No Elastic	

	Misses			Petite			Women's		
Zipper Placement check one box in M, P, W	<input type="checkbox"/> Front Zip	<input type="checkbox"/> Side Zip	<input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip	<input type="checkbox"/> Side Zip	<input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip	<input type="checkbox"/> Side Zip	<input type="checkbox"/> CB Zip

Double Sized Skirts

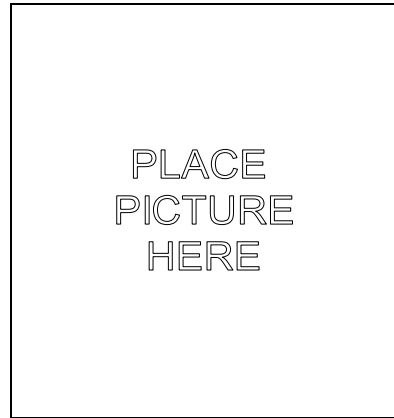
COMPANY: _____ Draper's and Damon's _____

Group Name _____

Division _____

Season _____

Special Ticketing: _____



VENDOR CODE _____

Style # _____ MISSY

Style # _____ PETITE

Style # _____ WOMEN

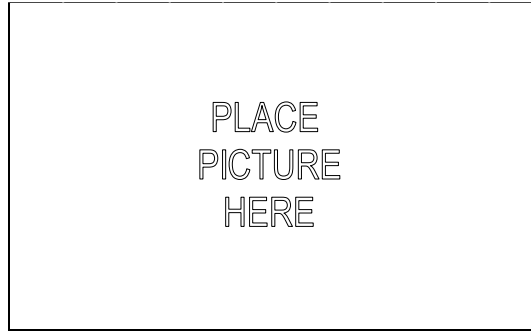
Desc _____

Date _____

Style :	Misses						Petite					Women's				ToI
Size	XS	S	M	L	XL	XXL	PXS	PS	PM	PL	PXL	1X	2X	3X	4X	+ / -
Waist OR Waistband Relaxed																3/4
Waist OR Waistband Extended																3/4
Waistband Height																0
Low Hip Location specify measure location																
Low Hip Circumference																3/4
Length																3/8
Bottom Opening closed																3/4

	Misses	Petite	Women's
Waist Design check one box in M, P, W	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> BK Elastic Only <input type="checkbox"/> Side BK Elastic Only	<input type="checkbox"/> Full Elastic Waist <input type="checkbox"/> Flat Waist, No Elastic	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> Full BK Elastic <input type="checkbox"/> Side BK Elastic

	Misses	Petite	Women's
Zipper Placement check one box in M, P, W	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip



COMPANY: _____

Group Name _____

Division _____

Season _____

Special Ticketing: _____

Single Sized Bottoms

VENDOR CODE _____

Style # _____ MISSY

Style # _____ PETITE

Style # _____ WOMEN

Desc _____

Date _____

Style :	Misses								Petite								Women's								Tot
Size	4	8	10	12	14	16	18	20	2P	4P	8P	10P	12P	14P	16P	18P	14W	16W	18W	20W	22W	24W	26W	+ / -	
Waist OR Waistband Relaxed																								3/4	
Waist OR Waistband Extended																								3/4	
Waistband Height																								0	
Low Hip LOCATION specify measure location																									
Low Hip Circumference <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																								3/4	
Front Rise Length along curve <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																								1/2	
Back Rise Length along curve <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																								1/2	
Inseam Length																								1/2	
Thigh Circumference 1" below crotch junction																								1/2	
Knee Circumference 14" below crotch junction																								1/2	
Leg Opening Circumference																								1/2	

	Misses	Petite	Women's
Waist Design check one box in M, P, W	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> BK Elastic Only <input type="checkbox"/> Side BK Elastic Only	<input type="checkbox"/> Full Elastic Waist <input type="checkbox"/> Flat Waist, No Elastic	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> Full Elastic Waist <input type="checkbox"/> BK Elastic Only <input type="checkbox"/> Flat Waist, No Elastic <input type="checkbox"/> Side BK Elastic Only

	Misses	Petite	Women's
Zipper Placement check one box in M, P, W	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip

PLACE
PICTURE
HERE

Single Sized Skirts

COMPANY: _____

Group Name _____

Division _____

Season _____

Special Ticketing: _____

VENDOR CODE _____

Style # _____ MISSY

Style # _____ PETITE

Style # _____ WOMEN

Desc _____

Date _____

Style :	Misses								Petite								Women's								ToI
Size	4	8	10	12	14	16	18	20	2P	4P	8P	10P	12P	14P	16P	18P	14W	16W	18W	20W	22W	24W	26W	+ / -	
Waist OR Waistband Relaxed																								3/4	
Waist OR Waistband Extended																								3/4	
Waistband Height																								0	
Low Hip Location specify measure location																									
Low Hip Circumference																								3/4	
Length																								1/2	
Bottom Opening closed																								1/2	

	Misses	Petite	Women's
Waist Design check one box in M, P, W	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> BK Elastic Only <input type="checkbox"/> Side BK Elastic Only	<input type="checkbox"/> Full Elastic Waist <input type="checkbox"/> Flat Waist, No Elastic	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> BK Elastic Only <input type="checkbox"/> Side BK Elastic Only

	Misses	Petite	Women's
Zipper Placement check one box in M, P, W	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip

Care & Content Sheet



<u>Buyer #</u> _____	<u>Season / Year :</u> _____	<u>Group name :</u> _____	<u>Date :</u> _____
<u>Vendor :</u> _____	<u>Vendor Code :</u> _____	<u>Completed By :</u> _____	<u>Tel #</u> _____
<u>Approved On :</u> _____	<u>Approved By :</u> _____		

Please fill out the following information for each individual style. All information must match the Care & Content labels used on the garments for production, as it is used in Catalog copy and must be accurate. Vendors are solely responsible for the legal accuracy of the fabric (Fiber Identification Accuracy) and Care Label instructions. If the production labels do not match the information listed below, goods will be rejected by our Quality Assurance Department.

1 -

Style #		missy		petite		women
Item #		missy		petite		women

Item Description : _____

Size Ranges : _____

Color (s) : _____

Shoulder Pads : Yes No Pockets : Yes No

Fabric / Yarn Origin : _____ Garment Made In : _____

Self Fiber Content : _____

Lining Fiber Content: _____

Care Instructions : _____

2 -

Style #		missy		petite		women
Item #		missy		petite		women

Item Description : _____

Size Ranges : _____

Color (s) : _____

Shoulder Pads : Yes No Pockets : Yes No

Fabric / Yarn Origin : _____ Garment Made In : _____

Self Fiber Content : _____

Lining Fiber Content: _____

Care Instructions : _____

3 -

Style #		missy		petite		women
Item #		missy		petite		women

Item Description : _____

Size Ranges : _____

Color (s) : _____

Shoulder Pads : Yes No Pockets : Yes No

Fabric / Yarn Origin : _____ Garment Made In : _____

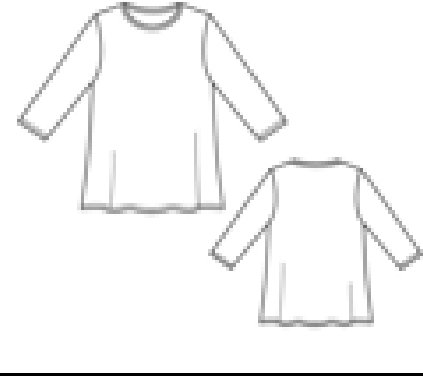
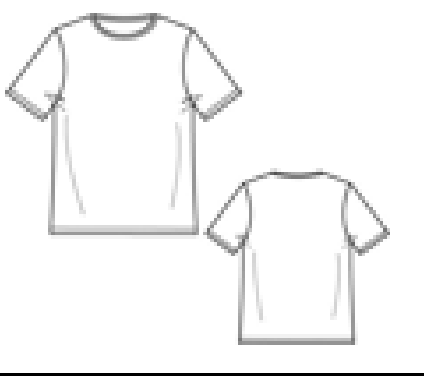

Self Fiber Content : _____

Lining Fiber Content: _____

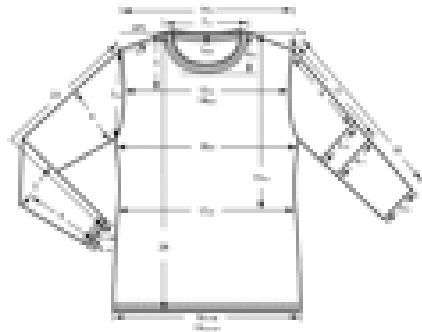
Care Instructions : _____

Appendix #4 Basic Garment Specs by Bluestem Brand

APPLESEED'S KNIT TOPS – MEASURE ON THE HALF

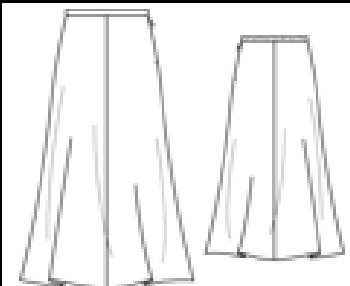
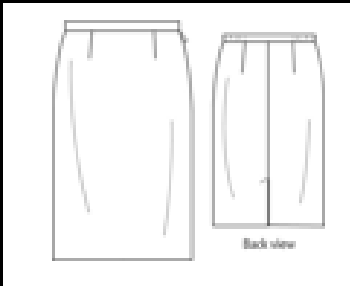
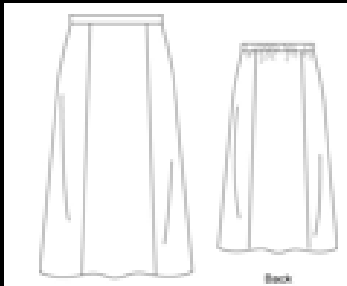
			
KNIT TOPS	A-LINE, 3/4 SLEEVE TEE-BB401	SHORT SLEEVE TEE - BB402	FLEECE CARDIGAN-BB403
MISSSES SIZE SMALL			
POINTS OF MEASUREMENTS			
BODY LENGTH HPS	26	25	27
ACROSS SHOULDER	14 1/2	14 1/2	15
ACROSS FRONT 5" HPS	13	13 1/4	13 1/2
ACROSS BACK 5" HPS	13 1/2	14	14 1/4
CHEST WIDTH 1" BELOW AH	19 1/4	18 1/2	20
WAIST WIDTH 15 1/2" FROM HPS	20 1/2	17 1/2	
SWEEP	22 1/2	19	21
ARMHOLE STRAIGHT	7 3/4	8	8 1/8
SLEEVE LENGTH FROM SHOULDER	18	9	23
MUSCLE 1" BELOW ARMHOLE	6 1/8	6	6 3/4
SLEEVE OPENING	4 3/4	5 5/8	4 1/4
NECK WIDTH EDGE TO EDGE	7 1/4	6 3/4	6 1/2
FRONT NECK DROP	3 1/2	3 3/4	3 1/2
BACK NECK DROP	1	1	3/4

APPLESEED'S SWEATERS - MEASURE ON THE HALF




MISSES SIZE SMALL	SWEATER PULLOVER
POINTS OF MEASUREMENTS	
BODY LENGTH HPS	24
ACROSS SHOULDER	14 1/2
ACROSS FRONT 5" HPS	13 1/4
ACROSS BACK 5" HPS	14
CHEST WIDTH 1" BELOW AH	18 3/4
WAIST WIDTH 15 1/2" FROM HPS	17 3/4
SWEEP	16 1/2
ARMHOLE STRAIGHT	7 3/4
SLEEVE LENGTH FROM SHOULDER	22 3/4
MUSCLE 1" BELOW ARMHOLE	6
SLEEVE OPENING	3 1/2
NECK WIDTH SEAM TO SEAM	7 1/2
FRONT NECK DROP	4 1/2
BACK NECK DROP	1




APPLESEED'S WOVEN SKIRTS – MEASURE ON THE WHOLE

			
WOVEN SKIRTS			
	BB6014 GORE BIAS SKIRT	BB602 SLIM STRAIGHT SKIRT	BB603 SIX GORE SKIRT
FABRIC:	BI-STRETCH	BI-STRETCH	NON-STRETCH
POINTS OF MEASUREMENTS			
WAIST CIRCUMFERENCE RELAXED	30	29 1/4	30
WAIST EXTENDED	33	31 1/2	34 1/2
HIGH HIP CIRCUMFERENCE	38	39 1/4	
LOW HIP *BELOW WAIST SEAM	42 1/2	41 1/2	43 1/2
SWEEP CIRCUMFERENCE	64	43	66
CB LENGTH FROM WAIST SEAM	30	25	32





APPLESEED'S KNIT SKIRTS – MEASURE ON THE HALF

	
KNIT SKIRTS	BB503 GORED SKIRT WITH YOKE
	POLY SPANDEX
POINTS OF MEASUREMENTS	
WAIST WIDTH RELAXED	15
WAIST WIDTH EXTENDED	18 1/2
HIGH HIP WIDTH AT YOKE SEAM	17 1/4
LOW HIP **BELOW WAIST SEAM	21
SWEEP WIDTH	46
CB LENGTH FROM TOP	32




APPLESEED'S DRESSES – MEASURE ON THE WHOLE

			
DRESSES	BB101 S/S KNIT DRESS	BB102 KNIT FIT AND FLARE	BB103 WOVEN SHEATH
POINTS OF MEASUREMENTS	WIDTH	WIDTH	CIRCUMFERENCE
BODY LENGTH FROM HIPS	44	41 1/2	44
ACROSS SHOULDER	14 3/4	14 3/4	15 1/2
CHEST 1" BELOW AH	18 1/4	18	38 1/2
WAIST 15" FROM HIPS	18 1/4	16 1/4	35
LOW HIP 24" FROM HIPS	20 1/2	24 1/2	41
SWEEP	24	50 1/2	42





APPLESEED'S PANTS – MEASURE ON THE HALF

				
BLOCK NUMBER:	BB501 KNIT PANT WITH YOKED WAIST	BB502 KNIT P O PANT	WOMEN'S BB901 KNIT P O PANT	WOMEN'S BB902 FITTED PANT
FABRIC:	Ribbed Knit	Ribbed Knit	Ribbed Knit	Nylon/Cotton/Spandex
POINTS OF MEASUREMENTS				
WAIST WIDTH RELAXED	15	13 3/4	18	20 1/4
WAIST EXTENDED	18	18	24	23
LOW HIP 8" BELOW WAIST SEAM	19 3/4	20	24 1/2	23 3/4
LEG OPENING WIDTH	7 3/4	8 1/4	11	7 1/2
INSEAM	30	30	30	30


APPLESEED'S JACKETS – MEASURE ON THE WHOLE

					
BLOCK NUMBER:	BB701 BOXY JACKET	BB702 FITTED BLAZER	BB703 JEAN JACKET	BLOCK NUMBER:	BB704 BOXY JACKET, PRINCESS SEAMS
FABRIC:				FABRIC:	WOVEN, NO STRETCH
POINTS OF MEASUREMENTS				POINTS OF MEASUREMENTS	
BODY LENGTH FROM CB NECK	24	26	22	BODY LENGTH FROM CB NECK	24
ACROSS SHOULDER	15 3/4	15 1/2	16	ACROSS SHOULDER	15 1/2
ACROSS FRONT	14 1/4	14	14	ACROSS FRONT	14
ACROSS BACK	15 1/4	15	15 1/4	ACROSS BACK	15
CHEST CIRCUMFERENCE	40	39	39 1/2	CHEST CIRCUMFERENCE	39 1/2
WAIST CIRCUMFERENCE	39	37 1/2	38 1/2	WAIST CIRCUMFERENCE	37 1/2
SWEEP CIRCUMFERENCE	43	43 1/4	41 1/2	SWEEP CIRCUMFERENCE	42 3/4
ARMHOLE CIRCUMFERENCE	20	20	20 1/2	ARMHOLE	19 3/4
SLEEVE LENGTH FROM SHOULDER	24	24	23 3/4	SLEEVE LENGTH	24
		28	28		

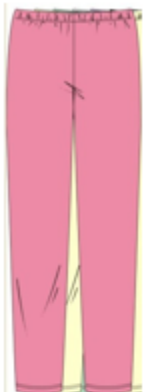



BLAIR WOMEN'S KNIT TOPS – MEASURE ON THE WHOLE

				
KNIT TOPS AND SWEATERS	MOCK NECK	SLEEVELESS MOCK	BASIC TEE	BASIC HOODY
POINTS OF MEASUREMENTS				
BODY LENGTH	26 1/2	26 1/2	26	25
ACROSS SHOULDER	16	14 1/2	16	17
BUST	42	42	41	46
WAIST				
SWEEP	42	42	44	38
ARMHOLE	19	19	19 1/2	22
MUSCLE 1" BELOW ARMHOLE	14	19	14	17 1/2
NECK WIDTH SEAM TO SEAM	7 1/8	7 1/8		7
NECK WIDTH EDGE TO EDGE			7	
FRONT NECK DROP	3 3/8	3 3/8	4	4
BACK NECK DROP	1 1/2	1 1/2	1	1
SLEEVE LENGTHS & SLEEVE OPENINGS				
SHORT SLEEVES:				
SLEEVE LENGTH	9		9	
SLEEVE OPENING	14		13 1/2	
3/4 SLEEVES:				
SLEEVE LENGTH			17	
SLEEVE OPENING			11	
LONG SLEEVE:				
SLEEVE LENGTH	24		23 1/2	24 1/2
SLEEVE OPENING	9		9	7




BLAIR WOMENS SWEATERS – MEASURE ON THE WHOLE

KNIT TOPS AND SWEATERS		
	SWEATER CARDIGAN	SWEATER VEST
POINTS OF MEASUREMENTS		
BODY LENGTH	26	25
ACROSS SHOULDER	15 1/4	15 1/2
BUST	42	42 1/2
WAIST		
SWEEP	43	43
ARMHOLE	20 1/2	21
MUSCLE 1" BELOW ARMHOLE	15	
NECK WIDTH SEAM TO SEAM		
NECK WIDTH EDGE TO EDGE	6 1/2	7
FRONT NECK DROP	3 1/2	3 3/4
BACK NECK DROP	3/4	1
SLEEVE LENGTHS * SLEEVE OPENINGS		
SHORT SLEEVES:		
SLEEVE LENGTH		
SLEEVE OPENING		
3/4 SLEEVES:		
SLEEVE LENGTH		
SLEEVE OPENING		
LONG SLEEVE:		
SLEEVE LENGTH	23 1/2	
SLEEVE OPENING	*	




BLAIR WOMENS BOTTOMS – MEASURE ON THE WHOLE

				
BOTTOMS				
SIZE M OR 14	KNIT LEGGING	SPILT SKIRT	BASIC PANT - MISSY 14 OR MED	BASIC PANT - WOMENS 18W
POINTS OF MEASUREMENTS				
INSEAM	28 1/2	14	29 1/2	29 1/2
INSEAM PETITE			28	28
INSEAM CAPRI	21		21	21
WAIST RELAX	29	28	28 1/2	34 1/4
WAIST EXTENDED	42	42	42	45 1/2
LOW HIP 8" BB	36	47 1/2	43	48 1/2
THIGH AT CROTCH	22 1/2	31 1/2	27 1/2	31
LEG OPENING	9 1/2	33	16	17
FRONT RISE TO TOP OF WB	10 5/8	12 7/8	11 3/4	12 7/8
BACK RISE TO TOP OF WB	14 3/8	16	15 1/2	16 5/8




BLAIR WOMENS DRESSES – MEASURE ON THE WHOLE

			
DRESSES			
SIZE MEDIUM	RAGLAN KNIT DRESS	KNIT LOUNGE DRESS	WOVEN RAYON DRESS
POINTS OF MEASUREMENTS			
BODY LENGTH FROM HPS	42	46	53
ACROSS SHOULDER			
BUST	41	41 1/2	43 1/2
WAIST			40
LOW HIP			53 1/2
SWEEP	69	69	63
ARMHOLE		20 1/2	20 1/2
ARMHOLE FRONT	11		
ARMHOLE BACK	15		
MUSCLE 1" BELOW ARMHOLE		16	15 3/4
NECK WIDTH			6 3/4
FRONT NECK DROP			5
BACK NECK DROP			1
SLEEVE LENGTHS & SLEEVE OPENINGS			
SHORT SLEEVES:			
SLEEVE LENGTH FROM NECK EDGE 9 1/4		8	8
SLEEVE OPENING	15	15 3/4	15 3/4
3/4 SLEEVES:			
SLEEVE LENGTH		17	
SLEEVE OPENING		11	
LONG SLEEVE:			
SLEEVE LENGTH		23 1/2	
SLEEVE OPENING		9	







BLAIR WOMENS WOVEN TOPS – MEASURE ON THE WHOLE

WOVEN TOPS			
SIZE MEDIUM	WOVEN SHIRT	CAMP SHIRT	BIG SHIRT
POINTS OF MEASUREMENTS			
BODY LENGTH FROM HPS	29	26	30
BODY LENGTH FROM HPS TO SS	27		
ACROSS SHOULDER	16 1/2	16	16 1/4
BUST	45	45	44
WAIST			
SWEEP	45 1/2	46	53
ARMHOLE	21	21	21
MUSCLE 1" BELOW CROTCH	16	15 3/4	6 1/4
NECK WIDTH	6 1/4	6 3/4	6 3/4
FRONT NECK DROP	3 3/4		
FRONT NECK DROP TO 1ST BTTN		7 1/2	9 3/4
BACK NECK DROP	1	1	1 1/2
SLEEVE LENGTHS & SLEEVE OPENINGS			
SHORT SLEEVES:			
SLEEVE LENGTH	9	9	
SLEEVE OPENING	14 1/2	15	
3/4 SLEEVES:			
SLEEVE LENGTH	17 1/2		18
SLEEVE OPENING	11		10 1/4
LONG SLEEVE:			
SLEEVE LENGTH	24		23 3/4
SLEEVE OPENING	8		12



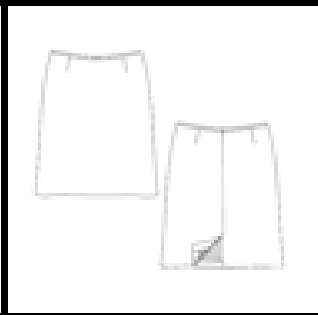
OLD PUEBLO TRADERS WOVEN JACKETS

				
	JEAN JACKET	JEAN JACKET WITH MANDARIN COLLAR	WOVEN FITTED JACKET	
POINTS OF MEASUREMENTS				
BODY LENGTH	26	26	26	
ACROSS SHOULDER	16 3/4	16 1/2	17	
BUST	43	43	42	
WAIST		42	40	
LOW HIP				
SWEEP	45	44	46	
ARMHOLE	20 1/2	20 1/2	20 1/4	
MUSCLE 1" BELOW ARMHOLE	14 1/2	14 1/2		
NECK WIDTH	6 3/4	7	6 3/4	
FRONT NECK DROP	3 3/4	3 1/2		
FRONT NECK DROP TO FIRST BUTTON			17 1/4	
BACK NECK DROP	3/4	5/8	3/4	
SLEEVE LENGTHS & SLEEVE OPENINGS				
SHORT SLEEVES:				
SLEEVE LENGTH				
SLEEVE OPENING				
3/4 SLEEVES:				
SLEEVE LENGTH				
SLEEVE OPENING				
LONG SLEEVE:				
SLEEVE LENGTH	24	24	23 3/4	
SLEEVE OPENING	8 1/2	9	12	

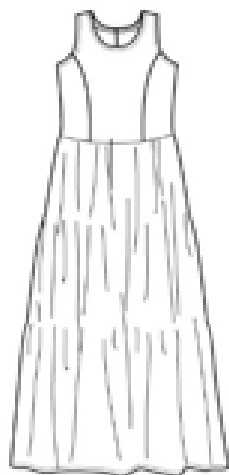
OLD PUEBLO TRADERS WOVEN TOPS

						
SIZE 12	WOVEN SHIRT	BIG SHIRT	WOVEN SHIRT	WOVEN SHIRT	RAGLAN PEASANT TOP	SET IN SLEEVE PEASANT TOP
POINTS OF MEASUREMENTS						
BODY LENGTH FROM HPS	28	27 1/2	28	26 1/2	25	25
BODY LENGTH FROM HPS TO S3	26 1/4	25 1/2	26			
ACROSS SHOULDER	16 1/2	16 1/2	16	15 1/2		16
BUST	43	45	44	43	43	43
WAIST	42			41		
SWEEP	46	45 1/2	46	45	50	50
ARMHOLE	20	20	19 1/2	20 1/2		20
FRONT RAGLAN					10 3/8	
BACK RAGLAN					11 1/2	
MUSCLE 1" BELOW ARMHOLE	14 1/2	14 1/2	14	14 1/4	14 1/2	14 1/2
NECK WIDTH	6 3/4	6 3/4	7	6 3/4	7 3/4	7 3/4
FRONT NECK DROP	3 3/4	3 3/4	4	3 3/4	4 1/2	4 1/2
FRONT NECK DROP TO FIRST BUTTON		7 1/4				
BACK NECK DROP	3/4	3/4	1 1/2	3/4	1 1/2	1 1/2
SLEEVE LENGTHS & SLEEVE OPENINGS						
SHORT SLEEVES:						
LENGTH FROM SHOULDER SEAM						
SLEEVE OPENING						
3/4 SLEEVES:						
SLEEVE LENGTH FROM SHOULDER SEAM	17 3/4		17 3/4	17 3/4	FROM NECK SEAM 23 3/4*	17 3/4*
SLEEVE OPENING			11	11 1/2	RELAXED 6 1/2*	RELAXED 6 1/2*
LONG SLEEVE:						
SLEEVE LENGTH FROM SHOULDER SEAM	23 3/4	23 3/4				
SLEEVE OPENING	8 1/4	9				
BUTTON PLACEMENT FROM ARMHOLE ON SLEEVE	14	10				

OLD PUEBLO TRADERS WOVEN BOTTOMS

				
	SLIM SKIRT WITH SIDE ELASTIC	PANT WITH FLAT FRONT AND ELASTIC BACK	SKIRT, FLAT FRONT AND BACK	
SIZE 12				
POINTS OF MEASUREMENTS				
SKIRT LENGTH BELOW WB	26		28	
INSEAM		30		
WAIST RELAX	32	32	33 1/4	
FRONT WAISTBAND SS TO SS (RELAX)	17 1/2	18		
BACK WAIST ELASTIC SS TO SS		14 3/4		
WAIST EXTENDED	36	42		
HIGH HIP 4" BB (3 PTS)	41 1/2		40 1/2	
LOW HIP 8" BB (3 PTS)	44 1/2	44	44	
FRONT RISE INCLUDING WB		12 1/2		
BACK RISE INCLUDING WB		17		
THIGH 1" BELOW CROTCH		26 1/2		
KNEE 11" BELOW CROTCH		21		
LEG OPENING		17		
SWEEP	44 1/2		44	
POCKET OPENING	6 1/2			
POCKET PLACEMENT VERT FROM WB SEAM	6 1/2			
POCKET PLACEMENT HORIZ FROM	1 1/2			
ZIPPER LENGTH PANTS/SKIRTS	6 1/2			

OLD PUEBLO TRADERS WOVEN DRESSES









SIZE 12

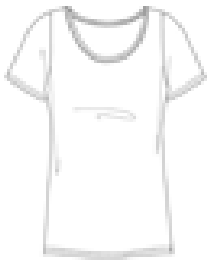

POINTS OF MEASUREMENTS

BODY LENGTH	50
ACROSS SHOULDER	14 1/2
BUST	41
WAIST	38
LOW HIP	39
SWEEP	115 3/4
ARMHOLE	19

OLD PUEBLO TRADERS SWEATERS

						
SIZEM	CARDIGAN	SHAKER CARDIGAN	SWEATER JACKET	TURTLE NECK	LS CREWNECK	SET IN SLEEVE SWEATER
POINTS OF MEASUREMENTS						
BODY LENGTH FROM HPS	29	29	25	26	26	26
BODY LENGTH FROM HPS TO SS						
ACROSS SHOULDER	16	DROPPED SLEEVE 22	16 1/2	15	15	15 1/2
BUST	43	42	44	38	38	41
WAIST				37	37	
SWEEP	45	43	44	40	40	39
ARMHOLE	19 1/2	STRAIGHT 17	20 1/2	19 1/2	19 1/2	19 1/2
FRONT RAGLAN						
BACK RAGLAN						
MUSCLE 1" BELOW ARMHOLE	14 1/4	14 1/2	14 1/2	13 1/2	13 1/2	14
NECK WIDTH	7	7 1/2	7	6 1/2	7 1/2	8 1/2
FRONT NECK DROP		11			4	3 3/4
FRONT NECK DROP TO FIRST BUTTON			12	3 1/2		
BACK NECK DROP	3/4	1 1/2	1 1/4	1 1/2	3/4	1 1/4
SLEEVE LENGTHS & SLEEVE OPENINGS						
SHORT SLEEVES:						
LENGTH FROM SHOULDER SEAM						
SLEEVE OPENING						
3/4 SLEEVES:						
SLEEVE LENGTH FROM SHOULDER SEAM						17 3/4"
SLEEVE OPENING						RELAXED 6 1/2
LONG SLEEVE:						
SLEEVE LENGTH FROM SHOULDER SEAM	23 3/4	DROPPED 20 1/2	23 3/4	23 3/4	23 3/4	23 3/4
SLEEVE OPENING	7 1/4	7	9	7 1/2	7 1/2	RELAXED 5 1/2

OLD PUEBLO TRADERS KNIT TOPS





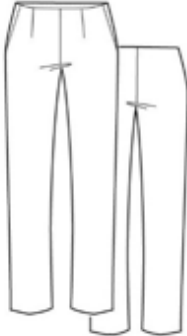

		
	TSHIRT	TANK
POINTS OF MEASUREMENTS		
BODY LENGTH	25	25
ACROSS SHOULDER	16	14 1/2
BUST	40	40 1/2
WAIST	39	
LOW HIP		
SWEEP	43	43
ARMHOLE	19 1/2	18 1/2
MUSCLE 1" BELOW ARMHOLE	14	
SLEEVE LENGTHS & SLEEVE OPENINGS		
SHORT SLEEVES:		
SLEEVE LENGTH	9	
SLEEVE OPENING	12 3/4	
3/4 SLEEVES:		
SLEEVE LENGTH	17 3/4	
SLEEVE OPENING	11	
LONG SLEEVE:		
SLEEVE LENGTH	23 3/4	
SLEEVE OPENING	9 1/2	

OLD PUEBLO TRADERS KNIT DRESSES

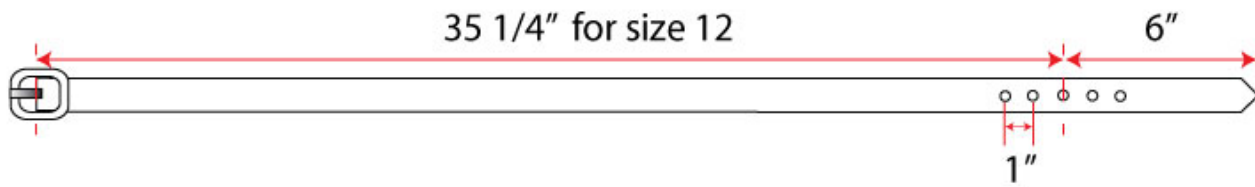


	A-LINE DRESS	TANK DRESS
POINTS OF MEASUREMENTS		
BODY LENGTH	44	50
ACROSS SHOULDER	15 1/2	14 1/2
BUST	40	40
WAIST	38	42
LOW HIP	44	56
SWEEP	50	99
ARMHOLE	19 1/2	19 1/2
MUSCLE 1" BELOW ARMHOLE	14	
SLEEVE LENGTHS & SLEEVE OPENINGS		
SHORT SLEEVES:		
SLEEVE LENGTH	9	
SLEEVE OPENING	12 3/4	
3/4 SLEEVES:		
SLEEVE LENGTH	17 3/4	
SLEEVE OPENING	11	
LONG SLEEVE:		
SLEEVE LENGTH	23 3/4	
SLEEVE OPENING	9 1/2	



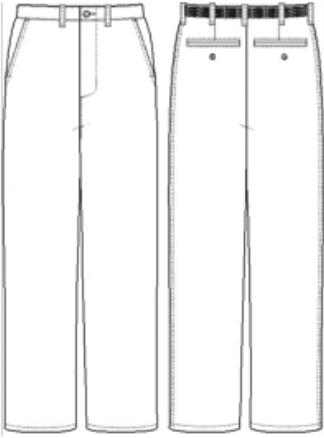


OLD PUEBLO TRADERS KNIT BOTTOMS

						
SIZE M	PANT	COULOTTES	CAPRI	PEDAL PUSHER	PONTE ANKLE PANT	FULL ELASTIC
POINTS OF MEASUREMENTS						
INSEAM	30	20	21	17	27	30
WAIST RELAX	29 1/2	29 1/2	29 1/2	29 1/2	34	28 1/2
WAIST EXTENDED	44	44	44	44		42
HIGH HIP 4" BB					39 1/2	
HIGH HIP 8" BB	44 1/2	44 1/2	44 1/2	44 1/2	42	43
THIGH 1" BELOW CROTCH	26	27	26	26	25	26
LEG OPENING	16	24	17	18	13 3/4	16
FRONT RISE TO TOP OF WB	12 1/4	12 1/4	12 1/4	12 1/4	12 1/4	12 1/4
BACK RISE TO TOP OF WB	17	17	17	17	17	17

OLD PUEBLO TRADERS BELT



BLAIR MEN'S BOTTOMS

					
SIZE LARGE or 38 Regular					
	Rigid Waist	Adjust-a-band Waist	Back Elastic Waist	Full Elastic Waist	Side Elastic Waist
POINTS OF MEASUREMENTS					
WAIST RELAX	39	39	38	36	38
WAIST EXTENDED	N/A	43	43	45	42
FRONT RISE TO TOP OF 1-1/2" WB	12-3/4	12-3/4	12-3/4	12-3/4	12-3/4
BACK RISE TO TOP OF 1-1/2" WB	18-1/4	18-1/4	18-1/4	18-1/4	18-1/4
LOW SEAT 3" up from crotch - flat front	49	49	49	49	49
LOW SEAT 3" up from crotch - pleated front	50	50			
THIGH AT CROTCH	31	31	31	31	31
LEG OPENING	19	19	19	19	19
INSEAM - Regular	30	30	30	30	30

BLAIR MEN'S WOVEN AND KNIT SHIRTS



	WOVEN TAILORED SHIRT	WOVEN CAMP SHIRT	KNIT POLO SHIRT	KNIT TEE
FRONT NECK DROP <i>to seam</i>	4	4	4	4-3/4
FRONT NECK DROP TO 1ST BTM		8		
NECK WIDTH <i>to seam to seam</i>	7-1/2	7	7-1/2	8-1/2
BACK NECK DROP <i>to seam</i>	1	1		1-1/2
ACROSS SHOULDER	21	21	20	21
CHEST AT ARMHOLE	50	50	48	48
ARMHOLE	23-1/2	23	23	22
MUSCLE 1" BELOW ARMHOLE	21		20 (Long Sleeve)	19 (Long Sleeve)
SLEEVE LENGTH - long	25		25	24
SLEEVE OPENING LONG (with cuff)	10		8	8
SLEEVE OPENING LONG (without cuff)				10
SLEEVE LENGTH - short	10-1/2	10-1/2	11	10
SLEEVE OPENING SHORT	17	17	16 W/O rib cuff; 14-1/2 W 1" rib cuff	15
SWEEP (at top of vent/shirttail if applicable)	50	50	48	
SWEEP (Banded Bottom)			35 (Relaxed)	
BACK BODY LENGTH FROM HPS	33	31	31	31
BACK BODY LENGTH FROM HPS w/banded bottom			28	
COLLAR BAND HEIGHT at CBN	1-1/4			
COLLAR HEIGHT at CBN	1-7/8	3	3	
COLLAR POINT LENGTH	2-5/8		2-3/4	
COLLAR POINT SPREAD	3-1/2			
IF APPLICABLE:				
Back Yoke Height from CBN	5	5		
Tap Pocket Placement from HPS	9-1/2	9-1/2	9-1/2	9-1/2
Tap Pocket Placement from CF	2-1/2	2-1/2	2-1/2	2-1/2
Shirttail Height	3			
Vent Height	2-1/2	2-1/2	2-1/2	
Placket Length			6	
Placket Width			1-1/2	
Neckline Rib Height				3/4
Cuff Height	2-1/2		1	2-1/2
Minimum Neck Stretch				24

Appendix #5 Women's Sample Size Nude Body Measurements

BASIC NUDE BODY MEASUREMENTS SIZE SMALL / 8 Missy



Measurements	SIZE 8/S
Bust	36 1/2
Waist	30 1/2
High Hip	36 1/4
Low Hip	39
Across Shoulder	15 1/2
CB NK to wrist	30 5/8
Bicep	11 3/4
Thigh	22 1/4
CB Neck to waist	16 1/8
Waist to floor height	40 5/8
Inseam	30
Total Height	65 1/2
Bust-Waist Differential	6
Low Hip-Waist Differential	8 1/2
Crotch depth	10 5/8

BASIC NUDE BODY MEASUREMENTS SIZE MEDIUM



Measurements	SIZE 12/M
Bust	39
Waist	33
High Hip	38 3/4
Low Hip	41 1/2
Across Shoulder	15 3/4
CB NK to wrist	30 3/4
Bicep	12 1/2
Thigh	22 3/4
CB Neck to waist	16 1/8
Waist to floor height	40 5/8
Inseam	30
Total Height	65 1/2
Bust-Waist Differential	6
Low Hip-Waist Differential	8 1/2
Crotch depth	10 5/8
****NOTE FOR BLAIR MEDIUM IS SIZE 14	

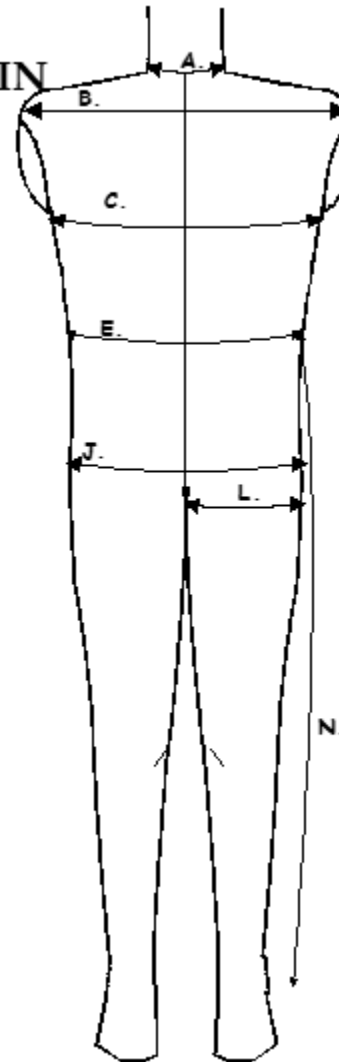
Appendix #6 Blair Men's Sample Size Nude Body Measurements

THE BLAIR MEN'S SIZE LARGE MANNEQUIN

- A. Neck Circumference = 17"**
- B. Across Back Shoulders = 18 3/8"**
- C. Chest = 44"**
- E. Waist = 38"**
- J. Seat: 3" up from Crotch = 44"**
- L. Thigh = 26 1/2"**
- N. Outseam to floor = 43 3/4"**

Other Useful Measurements

- Arm Length from CBN = 34 5/8"**
- Arm Length from Shoulder = 25 1/4"**
- Inseam to Floor = 32 3/4"**
- Muscle = 14 1/4"**
- Wrist = 8 1/4"**






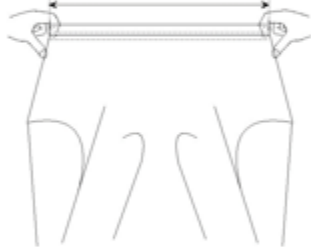
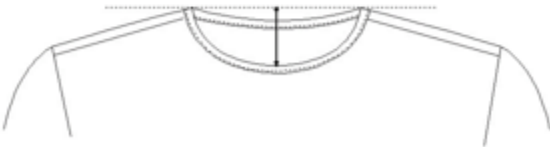

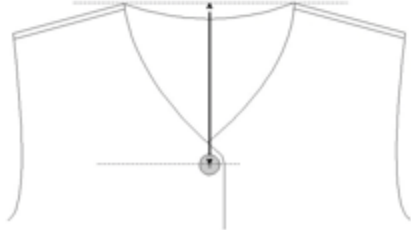











Appendix #7 How to Measure


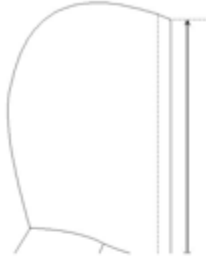


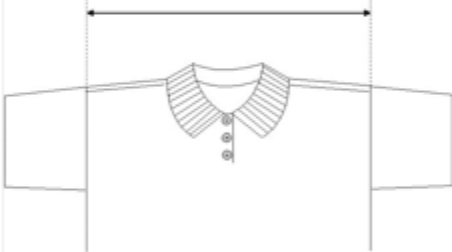

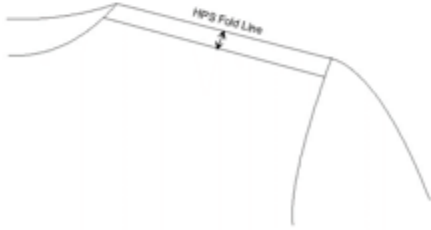
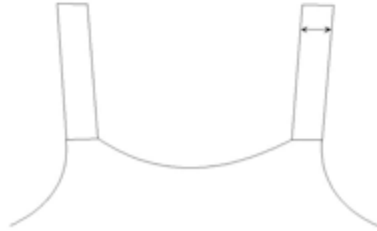
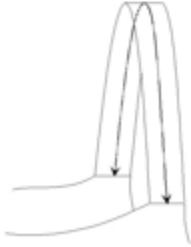
This Bluestem “How to Measure “manual has been developed to ensure consistency in measuring techniques. All methods of measure are provided in both text and illustrated form. Each area of measure is coded to match the numbering system used on both the Fit Approval Forms and Measurement Specification Worksheets. This manual is not all-inclusive. If there is a point of measure that you need specifically for your garment, add it to the Fit Approval Form when submitting the fit sample. The corresponding grade point and code will then be added to the Measurement Specification Worksheet for that individual style.


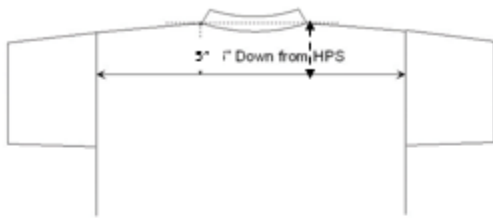

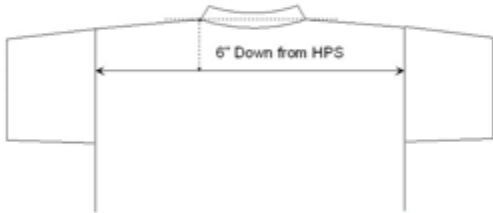
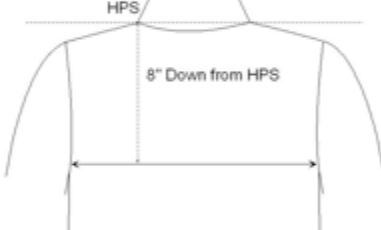
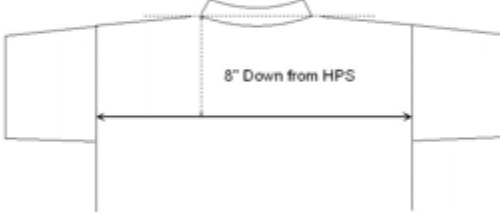



Basic Procedures for Measuring


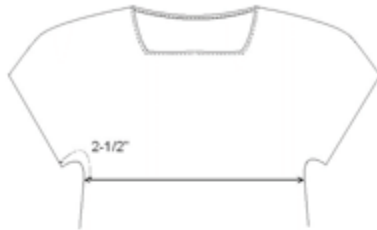
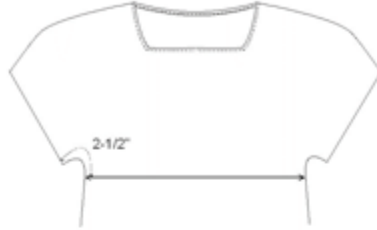
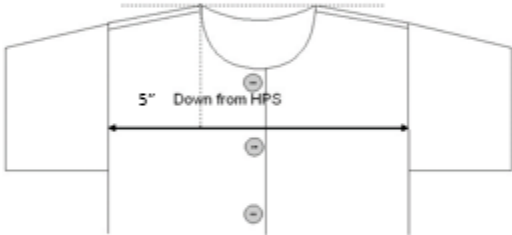
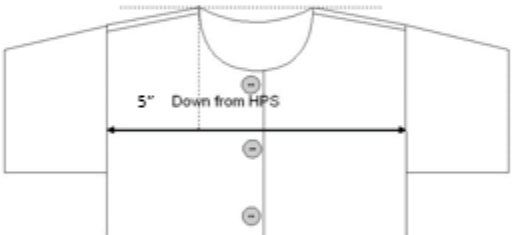
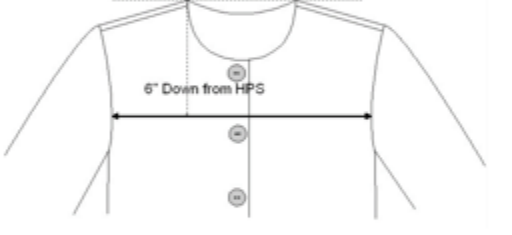
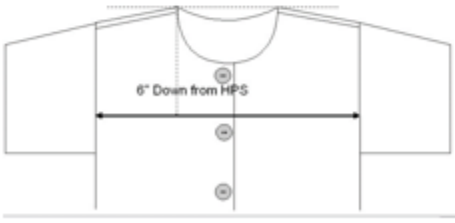
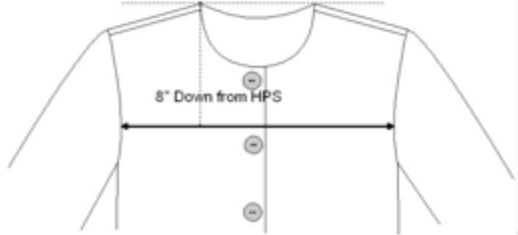
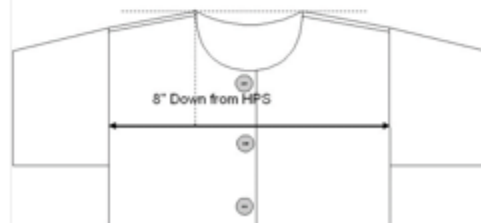
- Do not stretch the fabric. Pat the garment flat on the table. The garment is to be relaxed.
- Normal tension to remove fullness or wrinkles should be applied to the garment.
- Follow the measuring guidelines for each point of measure exactly.
- Don't run your hand between the tape and the fabric, or pull the fabric as you measure.
- When measuring on a curve such as an armhole or pant rise, stand the measuring tape on edge along the seam; or walk the tape flat along the curve.
- Bust gathers should not be fully extended in cases where the back of the garment is not gathered. If both the front and the back of the garment are gathered, then the bust should be measured extended.
- For pants, shorts, and skirts that have pleats/gathers at the waist, the pleats should be fully extended when measuring the hipline.
- Accordion or knife pleated shirts should be measured with the pleats laid flat in all areas except the sweep. Measure the sweep fully extended for these styles.
- Both neck stretch and waist extended measurements are minimums. If the garment meets or exceeds the measurement specification, it is correct.









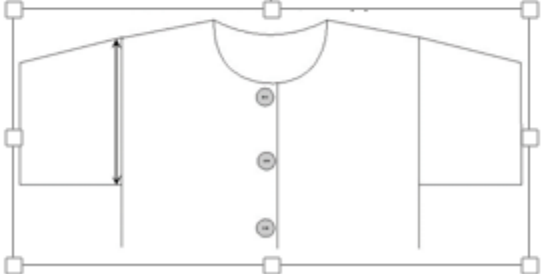
<p>105 Neck Opening Circ top edge relaxed</p>	<p>110 Neck Opening Circ zipper to zipper</p>	<p>120 Neck Opening Circ button to button hole</p>
		
<p>Measure all around the top edge of the collar/binding.</p>	<p>Measure along top edge of collar from edge of zipper to edge of zipper.</p>	<p>Measure through center of neck band from center of button to far edge of buttonhole.</p>
<p>125 Neck Width seam to seam</p>	<p>130 Neck Width inside edge to edge</p>	<p>135 Minimum Neck Stretch</p>
		
<p>Measure from neck seam to neck seam at HPS.</p>	<p>Measure straight across from inside neck edge to inside neck edge at HPS</p>	<p>Twice the measurement with neckline seam and collar edge fully extended. This number is a minimum and must meet or exceed the specification.</p>
<p>140 Front Neck Drop Imag Line to Edge</p>	<p>142 Front Neck Drop Imag Line to Seam</p>	<p>145 Front Neck Drop Imag Line to center 1st button</p>
		
<p>Measure at center front down from imaginary line at HPS to top of front neck opening.</p>	<p>Measure at center front from imaginary line across HPS to neckline seam.</p>	<p>Measure at center front from imaginary line at HPS to center of first button.</p>










<p>146 Front Neck Drop Imag Line to Waist Btn</p>	<p>150 Back Neck Drop Imag Line to Edge</p>	<p>152 Back Neck Drop Imag Line to Seam</p>
		
<p>Measure at center front from imaginary line at HPS to center of button at waist.</p>	<p>Measure at center back from imaginary line across HPS to top of back neck edge.</p>	<p>Measure at center back from imaginary line across HPS to seam.</p>
<p>155 Collar Height at CBN</p>	<p>160 Collar Stand Height at CBN</p>	<p>165 Neck Binding/Rib Height</p>
		
<p>Measure from top edge of collar to neck band seam or neckline seam.</p>	<p>Measure straight from top of neck band to neckline seam.</p>	<p>Measure from top edge of binding/rib to neckline seam at center front.</p>
<p>170 Collar Length at top edge</p>	<p>180 Collar Point Length</p>	<p>182 Collar Notch Length</p>
		
<p>Measure along collar edge from point to point.</p>	<p>Measure straight from neck seam to collar point.</p>	<p>Measure from inside point to edge of notch.</p>



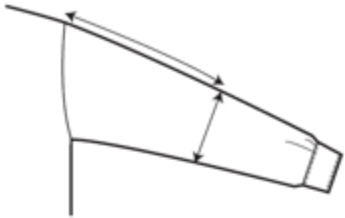
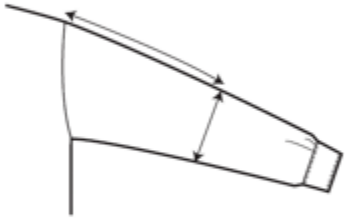


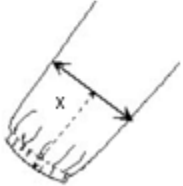
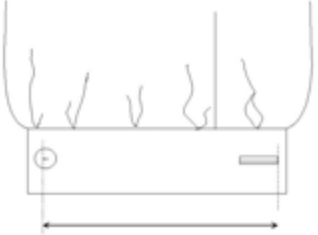

<p>185 Collar Spread</p>	<p>190 Hood Height at CF</p>	<p>195 Hood Width at widest</p>
		
<p>With garment flat on table measure straight from collar point to collar point.</p>	<p>Measure along front edge opening from neck seam to top of hood.</p>	<p>Measure straight across widest point from edge to edge</p>
<p>200 Across Shoulder set in sleeve</p>	<p>205 Across Shoulder dropped sleeve</p>	<p>210 Shoulder Slope-Maintain Angle by Grading</p>
		 <p>High Point of Shoulder 22 Degree On a full width shoulder, the distance is approximately 1-1 1/2"</p>
<p>Measure straight across garment at highest point of armhole.</p>	<p>Measure straight across garment at highest point of armhole.</p>	<p>From imaginary line of HPS, measure down to armhole seam.</p>
<p>215 Forward Shoulder Height to seam</p>	<p>220 Shoulder Strap Width</p>	<p>225 Shoulder Strap Length</p>
		
<p>With underarm seams aligned, measure from back shoulder fold forward to seam.</p>	<p>Measure straight from inside to outside edge.</p>	<p>Measure strap length from seam to seam at center of strap.</p>




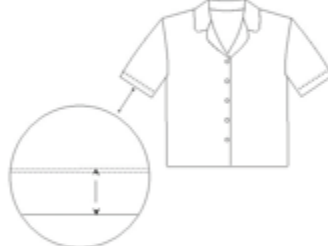
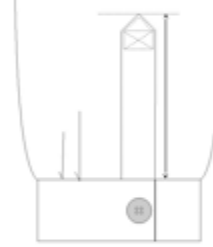
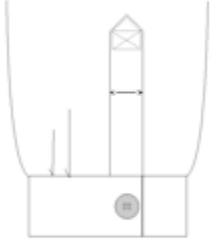
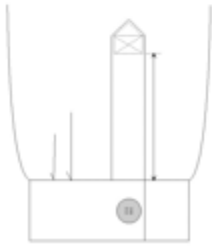


<p>235 Across back 5" HPS set in sleeve</p>	<p>236 Across back 5" HPS Dropped</p>	<p>237 Across back 6" HPS set in sleeve</p>
		
<p>Measure straight across back from armhole seam to armhole seam 5" below HPS</p>	<p>Measure straight across back from armhole seam to armhole seam 5" below HPS.</p>	<p>Measure straight across back from armhole seam to armhole seam 6" below HPS</p>
<p>238 Across back 6" HPS Dropped</p>	<p>240 Across Back 8" HPS set in sleeve</p>	<p>245 Across Back 8" HPS dropped</p>
		
<p>Measure straight across back from armhole seam to armhole seam 6" below HPS.</p>	<p>Measure straight across back from armhole seam to armhole seam 8" below HPS</p>	<p>Measure straight across back from armhole seam to armhole seam 8" below HPS.</p>
<p>250 Yoke Height at CBN</p>	<p>251 Yoke Height at CFN</p>	<p>255 Bust (Chest)" BAH</p>
		
<p>Measure straight from center back neck seam or neck edge to center back yoke seam.</p>	<p>Measure straight from center back neck seam or neck edge to center back yoke seam.</p>	<p>At 1" below armhole seam, twice the measurement from edge to edge.</p>

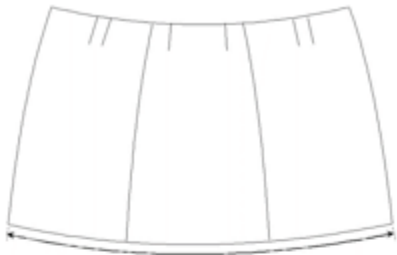






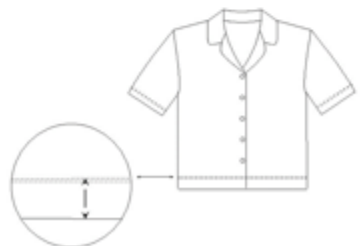

<p>256 Bust /Chest 1" BAH - 1/2 Measurement</p>	<p>260 Bust /Chest 2-1/2" BAH</p>	<p>261 Bust /Chest 2-1/2" BAH - 1/2 Measurement</p>
 <p>At 1" below armhole seam, the measurement from edge to edge.</p>	 <p>At 2 1/2" below armhole seam, twice the measurement from edge to edge.</p>	 <p>At 2 1/2" below armhole seam, the measurement from edge to edge.</p>
<p>264 Across front 5" from HPS set in sleeve</p>	<p>265 Across front 5" HPS Dropped</p>	<p>266 Across front 6" HPS set in sleeve</p>
 <p>Measure straight across front from armhole seam to armhole seam 5" down from HPS.</p>	 <p>Measure straight across front from armhole seam to armhole seam 5" down from HPS.</p>	 <p>Measure straight across front from armhole seam to armhole seam 6" down from HPS.</p>
<p>267 Across front 6" HPS dropped</p>	<p>268 High Chest 8" HPS set in sleeve</p>	<p>269 High Chest 8" HPS dropped</p>
 <p>Measure straight across front from armhole seam to armhole seam 6" down from HPS.</p>	 <p>Measure straight across front from armhole seam to armhole seam 8" down from HPS.</p>	 <p>Measure straight across front from armhole seam to armhole seam 8" down from HPS.</p>

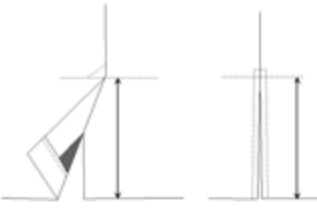
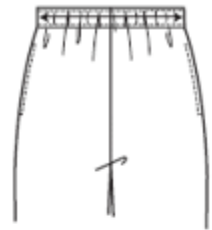
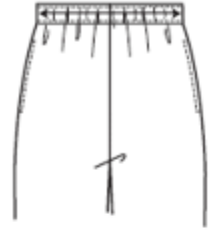
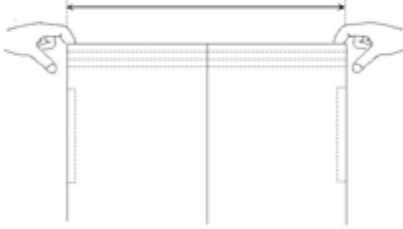

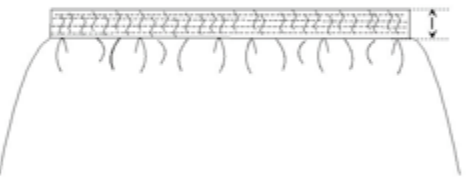



<p>270 Across Front 13" down from HPS</p>	<p>275 Placket Length</p>	<p>280 Placket Width</p>
 <p>Measure across front 13" down from HPS seam to seam</p>	 <p>Measure placket length from neck seam to bottom stitch or seam.</p>	 <p>Measure placket width from edge to edge.</p>
<p>285 Bib Height top edge to seam</p>	<p>290 Bib Width top edge</p>	<p>295 Bib Width at seam</p>
 <p>Measure height of of bib at center front from top edge to waist seam.</p>	 <p>Measure along top edge of bib from side edge to side edge.</p>	 <p>Measure along waist seam from bib edge to bib edge.</p>
<p>300 Armhole on seam circ</p>	<p>301 Armhole on seam circ - 1/2 Measurement</p>	<p>302 Armhole Straight, dropped sleeve</p>
 <p>Line up armhole seam front and back. With sleeves, twice the measurement of the armhole seam. Sleeveless with binding or ribbing twice the measurement of the outer edge of armhole.</p>	 <p>Line up armhole seam front and back. With sleeves, the measurement of the armhole seam. Sleeveless with binding or ribbing twice the measurement of the outer edge of armhole.</p>	 <p>Line up armhole seam front and back. With sleeves, the measurement of the armhole seam. Sleeveless with binding or ribbing twice the measurement of the outer edge of armhole.</p>



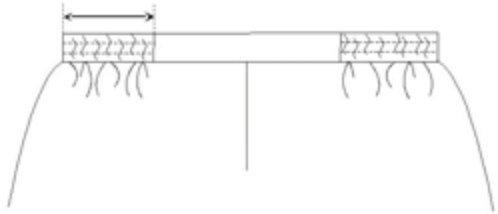
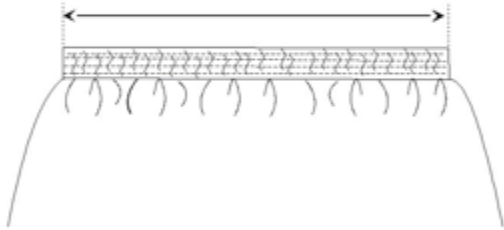
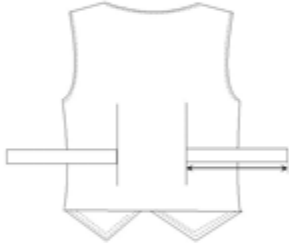
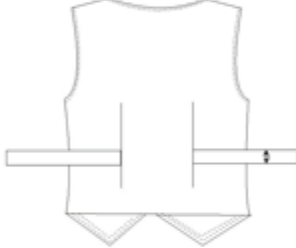

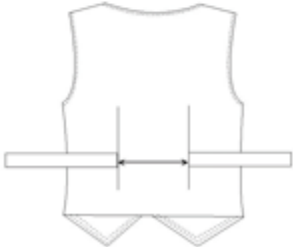
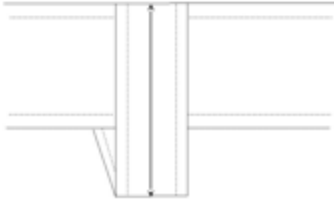
<p>303 Armhole Straight dropped sleeve - 1/2 Measurement</p>	<p>304 Armhole Raglan FT</p>	<p>305 Armhole Raglan BK</p>
 <p>Line up armhole seam front and back. With sleeves, twice the measurement of the armhole seam. Sleeveless with binding or ribbing twice the measurement of the outer edge of armhole.</p>	 <p>Measure from front neckline seam to underarm seam following the contour of the raglan.</p>	 <p>Measure from back neckline seam to underarm seam following the contour of the raglan.</p>
<p>310 Muscle 1" BAH</p>	<p>311 Muscle 1" BAH - 1/2 Measurement</p>	<p>315 Sleeve Opening Short</p>
 <p>Twice the measurement 1" down from the armhole seam across the sleeve and perpendicular to the sleeve fold.</p>	 <p>The measurement 1" down from the armhole seam across the sleeve perpendicular to sleeve fold.</p>	 <p>Twice the measurement straight across opening from edge to edge.</p>
<p>316 Sleeve Opening Short - 1/2 Measurement</p>	<p>320 Sleeve Opening 3/4</p>	<p>321 Sleeve Opening 3/4 - 1/2 Measurement</p>
 <p>The measurement straight across opening from edge to edge.</p>	 <p>Twice the measurement straight across opening from edge to edge.</p>	 <p>The measurement straight across opening from edge to edge.</p>

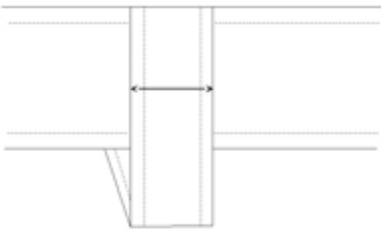

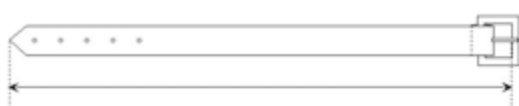

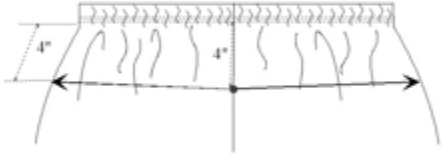
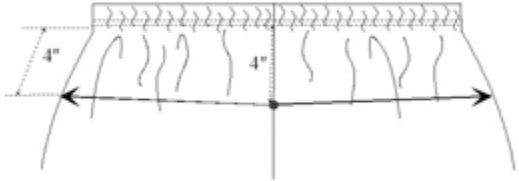
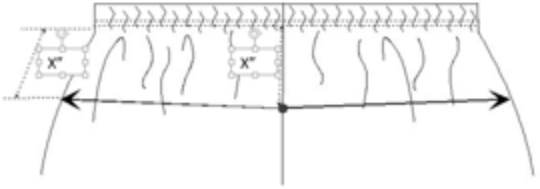
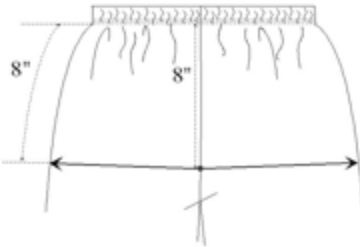
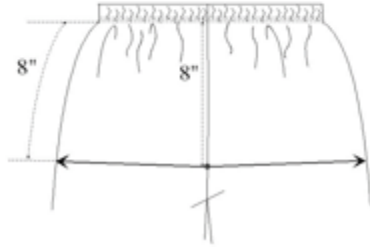
<p>325 Sleeve Opening Long</p>	<p>326 Sleeve Opening Long - 1/2 Measurement</p>	<p>330 Elbow</p>
 <p>Twice the measurement straight across opening from edge to edge.</p>	 <p>The measurement straight across opening from edge to edge.</p>	 <p>Twice the measurement edge to edge half way up from sleeve opening perpendicular to fold.</p>
<p>331 Elbow - 1/2 Measurement</p>	<p>335 Forearm</p>	<p>336 Forearm - 1/2 Measurement</p>
 <p>The measurement edge to edge half way up from sleeve opening perpendicular to fold.</p>	 <p>Twice the measurement edge to edge, X" up from sleeve opening perpendicular to fold.</p>	 <p>The measurement edge to edge, 8" up from sleeve opening perpendicular to fold.</p>
<p>340 Forearm Plcmnt from Sleeve Opening</p>	<p>345 Sleeve Opening button to buttonhole</p>	<p>350 Sleeve Length from CBN</p>
 <p>The number of inches up the sleeve from the hemline or bottom edge of cuff.</p>	 <p>Measure straight from center of button to furthest tip of buttonhole.</p>	 <p>From center back neck, measure across shoulder, pivot and continue measuring down to the bottom of sleeve including cuff.</p>

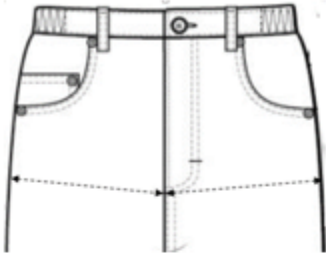
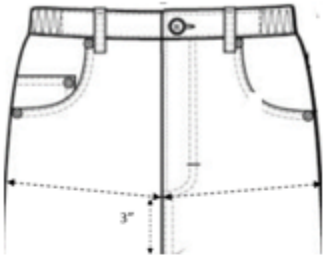
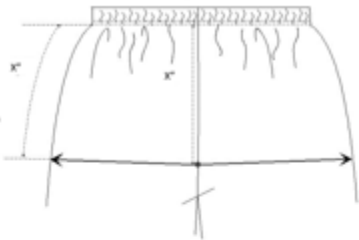
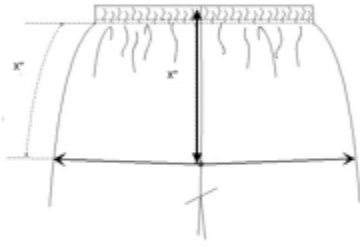

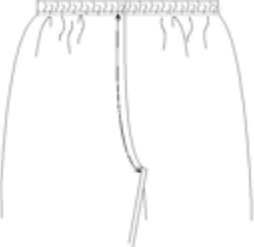



<p>355 Sleeve Length from shoulder set in</p>	<p>360 Sleeve Length dropped</p>	<p>365 Cuff Height</p>
 <p>Measure from top of armhole to bottom of sleeve including any cuff.</p>	 <p>Measure from top of armhole to bottom of sleeve including any cuff.</p>	 <p>Measure from seam to cuff edge.</p>
<p>370 Sleeve Hem Height</p>	<p>375 Sleeve Placket Length</p>	<p>380 Sleeve Placket Width</p>
 <p>Measure from bottom of sleeve to hem stitching.</p>	 <p>Measure from top of placket to cuff seam.</p>	 <p>Measure placket width from edge to edge.</p>
<p>385 Sleeve Placket Opening</p>	<p>400 Sweep</p>	<p>401 Sweep - 1/2 Measurement</p>
 <p>Measure from stitch on sleeve placket to cuff seam.</p>	 <p>With garment closed, twice the measurement straight across at bottom.</p>	 <p>With garment closed, the measurement straight across at bottom.</p>


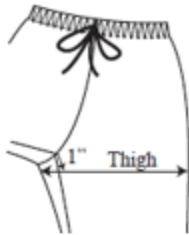

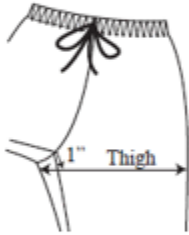





<p>405 Sweep Open</p>  <p>With garment open, measure along sweep from front edge to back edge.</p>	<p>410 Sweep top of vents/shirttail</p>  <p>With garment closed, twice the measurement at the top of vents/shirttail from edge to edge.</p>	<p>411 Sweep top of vents/shirttail - 1/2 Measurement</p>  <p>With garment closed, the measurement at the top edge of vents/shirttail from edge to edge.</p>
<p>415 Sweep along curve at hem</p>  <p>Twice the measurement along the curve of sweep from edge to edge.</p>	<p>416 Sweep along curve at hem - 1/2 Measurement</p>  <p>The measurement along the curve of sweep from edge to edge.</p>	<p>420 Sweep at seam</p>  <p>With garment closed, twice the measurement along seam from edge to edge.</p>
<p>421 Sweep at seam - 1/2 Measurement</p>  <p>With garment closed, the measurement along seam from edge to edge.</p>	<p>430 Bottom Hem Height</p>  <p>Measure from bottom of garment to hem stitching.</p>	<p>435 Vent Height at sideseam</p>  <p>Measure from top of vent opening to bottom hem edge.</p>










<p>437 Back Kick Pleat/Vent Height</p>  <p>Kick Pleat Vent</p> <p>Measure from top of opening to bottom hem edge.</p>	<p>440 Waist Relaxed</p>  <p>Twice the measurement from edge to edge at center of waistband.</p>	<p>441 Waist Relaxed - 1/2 Measurement</p>  <p>The measurement from edge to edge at center of waistband.</p>
<p>445 Waist Extended (minimum)</p>  <p>Twice the measurement with elastic extended as far as fabric will allow without over extending from edge to edge.</p>	<p>446 Waist Extended (minimum) - 1/2 Measurement</p>  <p>The measurement with the elastic extended as far as fabric will allow without over extending from edge to edge.</p>	<p>450 Waistband Height</p>  <p>From top edge to waistband seam or bottom of elastic.</p>
<p>455 Waist Relaxed at seam</p>  <p>Twice the measurement from edge to edge at waist seam.</p>	<p>456 Waist Relaxed at seam - 1/2 Measurement</p>  <p>The measurement from edge to edge at waist seam.</p>	<p>460 Waist Extended at Seam</p>  <p>Twice the measurement with the elastic extended as far as fabric will allow without over extending from edge to edge.</p>


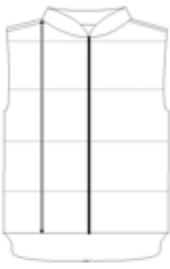







<p>461 Waist Extended at Seam - 1/2 Measurement</p>	<p>465 Waist Placement from HPS</p>	<p>470 Waist Side Elastic Length</p>
 <p>The measurement with the elastic extended as far as fabric will allow without over extending from edge to edge.</p>	 <p>The distance from HPS vertically to the point where the waist measurement will be taken.</p>	 <p>Length of elastic from seam to seam or stitch to stitch at side.</p>
<p>475 Waist Back Elastic Length</p>	<p>480 Back Tie Length</p>	<p>485 Back Tie Width</p>
 <p>Measure length of back elastic from sideseam to sideseam or stitch to stitch at center of waistband.</p>	 <p>Measure length of one tie from seam to edge.</p>	 <p>Measure from top edge to bottom edge of tie.</p>
<p>490 Back Tie Placement from hem</p>	<p>495 Gap between ties</p>	<p>500 Belt Loop Height</p>
 <p>Measure from bottom edge of of tie to bottom of hem.</p>		 <p>Measure from top edge of waistband to bottom fold.</p>



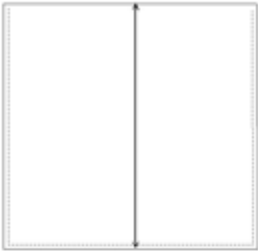
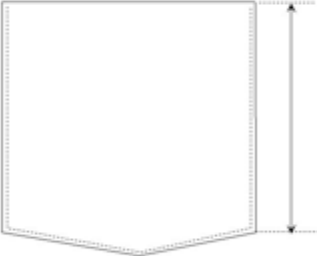
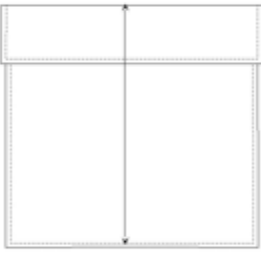


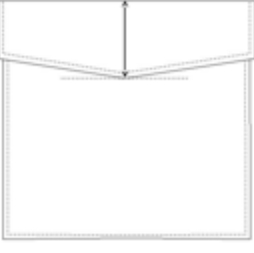
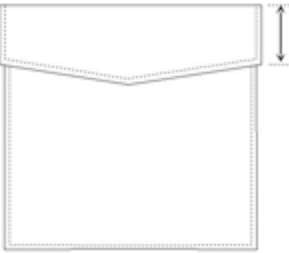
<p>505 Belt Loop Width</p>  <p>Measure width at center from edge to edge.</p>	<p>510 Belt Length to center hole</p>  <p>Measure belt from outside edge of buckle to center of the middle eyelet.</p>	<p>515 Belt Length total</p>  <p>Measure from outside edge of buckle to furthest part of belt end.</p>
<p>522 Drawstring Length</p>  <p>Measure drawstring length from tip to tip relaxed without stretching.</p>	<p>525 High Hip</p>  <p>Twice the 3-point measurement from edge , pivot at center, to edge at the specified high hip placement.</p>	<p>526 High Hip - 1/2 Measurement</p>  <p>The 3-point measurement from edge , pivot at center, to edge at the specified high hip placement.</p>
<p>527 High Hip Placement from BB</p>  <p>The specified measurement from waistband seam or stitching for the 3 point high hip measurement to be taken.</p>	<p>529 Low Hip</p>  <p>Twice the 3-point measurement from edge , pivot at center, to edge at the specified hip placement.</p>	<p>530 Low Hip - 1/2 Measurement</p>  <p>The 3-point measurement from edge , pivot at center, to edge at the specified hip placement.</p>







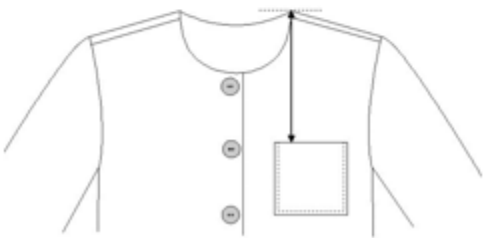
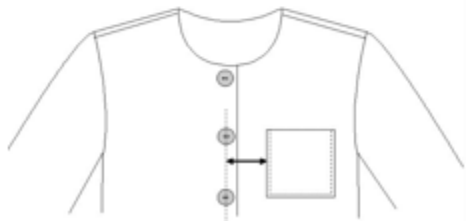

<p>531 Seat at Bottom of Fly - Men's</p>	<p>532 Seat 3" up from Crotch Seam - Men's</p>	<p>533 Low Hip Placement from BB</p>
		
<p>Twice the 3-point measurement from edge, pivot at center, to edge at the specified high hip placement.</p>	<p>Twice the 3-point measurement from edge, pivot at center, to edge at the specified high hip placement.</p>	<p>The specified measurement from waistband seam or stitching for the 3 point hip measurement to be taken.</p>
<p>534 Low Hip Placement from TOB</p>	<p>535 Hip Placement from HPS</p>	<p>540 Front Rise BB</p>
		
<p>The specified measurement from top of waistband for the three point measurement to be taken.</p>	<p>The distance from HPS vertically to the point where the hip measurement will be taken.</p>	<p>Measure from bottom of waistband or stitchline along curve to inseam.</p>
<p>542 Front Rise TOB</p>	<p>545 Back Rise BB</p>	<p>547 Back Rise TOB</p>
		
<p>Measure from top of waistband along curve to inseam.</p>	<p>Measure from bottom of waistband or stitchline along curve to inseam.</p>	<p>Measure from top of waistband along curve to inseam.</p>

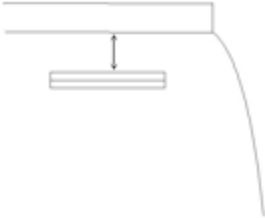

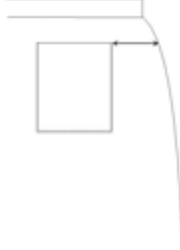
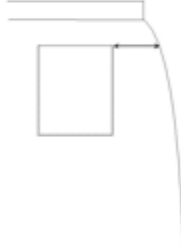
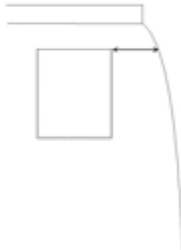
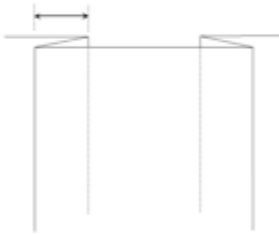

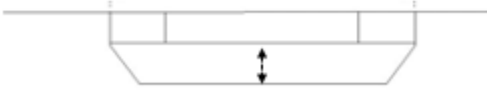
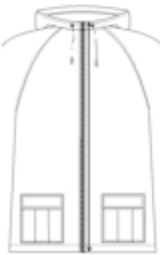
<p>550 Thigh at Crotch</p>	<p>551 Thigh 1" below Crotch</p>	<p>552 Thigh at Crotch - 1/2 Measurement</p>
 <p>Twice the measurement at the intersection of the rise and inseam from edge to edge.</p>	 <p>Twice the measurement at 1" below crotch from edge to edge.</p>	 <p>The measurement at the intersection of the rise and inseam from edge to edge.</p>
<p>553 Thigh 1" below Crotch - 1/2 Measurement</p>	<p>555 Knee</p>	<p>556 Knee - 1/2 Measurement</p>
 <p>The measurement at 1" below crotch from edge to edge.</p>	 <p>Twice the measurement at the specified point below the crotch seam where the knee is to be measured.</p>	 <p>The measurement at the specified point below the crotch seam where the knee is to be measured.</p>
<p>557 Knee Placement from Crotch</p>	<p>560 Leg Opening Pant</p>	<p>561 Leg Opening Pant - 1/2 Measurement</p>
 <p>The specified point below the crotch where knee is to be measured.</p>	 <p>Twice the measurement from edge to edge at bottom of pant opening.</p>	 <p>The measurement from edge to edge at bottom of pant opening.</p>






<p>565 Leg Opening Pedal Pusher</p>	<p>566 Leg Opening Pedal Pusher - $\frac{1}{2}$ Measurement</p>	<p>570 Leg Opening Short</p>
 <p>Twice the measurement from edge to edge at bottom of opening.</p>	 <p>The measurement from edge to edge at bottom opening.</p>	 <p>Twice the measurement from edge to edge at bottom opening.</p>
<p>571 Leg Opening Short- $\frac{1}{2}$ Measurement</p>	<p>575 Leg Opening Split Skirt</p>	<p>576 Leg Opening Split Skirt - $\frac{1}{2}$ Measurement</p>
 <p>The measurement from edge to edge at bottom opening.</p>	 <p>Twice the measurement from edge to edge at bottom opening.</p>	 <p>The measurement from edge to edge at bottom opening.</p>
<p>600 Back Body Length from HPS</p>	<p>601 Back Body Length from HPS- Dress</p>	<p>605 Back Body Length from CBN</p>
 <p>Measure from HPS to bottom edge of garment.</p>	 <p>Measure from CBN to bottom edge of garment.</p>	 <p>Measure from CBN to bottom edge of garment.</p>

<p>606 Back Body Length from CBN Dress</p>	<p>610 Front Bodice Length from HPS</p>	<p>615 Front Length HPS to bottom V</p>
 <p>Measure from CBN to bottom edge of garment.</p>	 <p>Measure from HPS to bottom edge to bottom of "V".</p>	 <p>Measure to V at bottom edge of garment.</p>
<p>620 Front Bodice Length HPS to waist</p>	<p>625 Front Bodice Length HPS to empire waist</p>	<p>630 Inseam</p>
 <p>Measure HPS to waistline seam.</p>	 <p>Measure HPS to waistline seam.</p>	 <p>Measure from crotch seam to bottom of fold.</p>
<p>635 Inseam Stirrup to Imaginary Line</p>	<p>640 Inseam Stirrup to Bottom Fold</p>	<p>645 Inseam Stirrup to Bottom including Elastic</p>
 <p>Measure from crotch seam to imaginary line drawn from top of front arc to top of back arc.</p>	 <p>Measure from crotch seam to bottom of fold.</p>	 <p>Measure from crotch to bottom of folded elastic.</p>

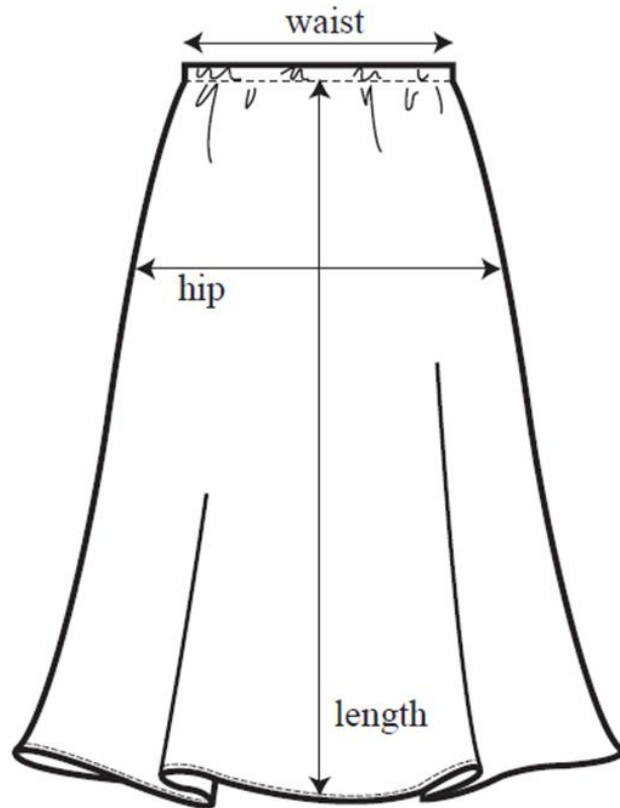
<p>650 Skirt Length BB</p>	<p>655 Sideseam Pocket Opening</p>	<p>660 Pocket Height at center</p>
 <p>Measure from below waistband to bottom edge of skirt.</p>	 <p>Measure from top of opening to bottom of opening.</p>	 <p>Measure from top of pocket edge to bottom of pocket edge.</p>
<p>665 Pocket Height at side</p>	<p>670 Pocket Height with flap</p>	<p>675 Pocket Width at top edge</p>
 <p>Measure from top edge to bottom of pocket edge at side.</p>	 <p>Measure from top of flap to bottom of pocket.</p>	 <p>Measure from edge to edge at top of pocket.</p>
<p>680 Pocket Width at bottom</p>	<p>685 Pocket Flap Height at center</p>	<p>690 Pocket Flap Height at side</p>
 <p>Measure from edge to edge at bottom of pocket.</p>	 <p>Measure flap at center from top edge to bottom edge.</p>	 <p>Measure flap at side from top edge to bottom edge.</p>

<p>695 Pocket Flap Width at top edge</p>	<p>700 Pocket Flap Width at bottom edge</p>	<p>705 Pocket Bag Height</p>
 <p>Measure width at top edge of pocket flap from side to side.</p>	 <p>Measure width at bottom edge of pocket flap from side to side.</p>	 <p>On inside of garment, measure from bottom of waistband to bottom seamline of pocket bag.</p>
<p>710 Pocket Bag Width at widest</p>	<p>715 Pocket Opening along waistband seam</p>	<p>720 Back Pocket Opening</p>
 <p>On inside of garment at widest point of pocket bag measure from seamline to seamline.</p>	 <p>Measure along waistband seam from sideseam to pocket opening at edge.</p>	 <p>Measure length of opening.</p>
<p>725 Top Pocket Placement vert from HPS</p>	<p>730 Top Pocket Placement horiz from CF</p>	<p>735 Pocket Placement from bottom edge</p>
 <p>Measure from HPS to top edge of pocket.</p>	 <p>Measure from center front of garment to closest edge of pocket.</p>	 <p>Measure from bottom edge of pocket to bottom edge of garment.</p>

<p>740 Front Pocket Placement vert from WB seam - Men's</p>  <p>Measure from waistband seamline to top edge of pocket.</p>	<p>741 Back Pocket Placement vert from WB Seam - Men's</p>  <p>Measure from waistband seamline to top edge of pocket.</p>	<p>745 Front Pocket Placement horiz from SS - Men's</p>  <p>Measure from side seam to top corner of pocket.</p>
<p>745 Front Pocket Placement horiz from SS - Men's</p>  <p>Measure from side seam to top corner of pocket.</p>	<p>746 Back Pocket Placement horiz from SS - Men's</p>  <p>Measure from side seam to top corner of pocket.</p>	<p>750 Pleat Depth</p>  <p>Measure from inside fold to outside fold.</p>
<p>755 Locker Loop Length</p>  <p>Measure length from outside edge of loop to outside edge of loop.</p>	<p>756 Locker Loop Width</p>  <p>Measure width from edge of loop to edge of loop.</p>	<p>775 Zipper Length front opening tops</p>  <p>Measure from top zipper stop to bottom zipper stop.</p>

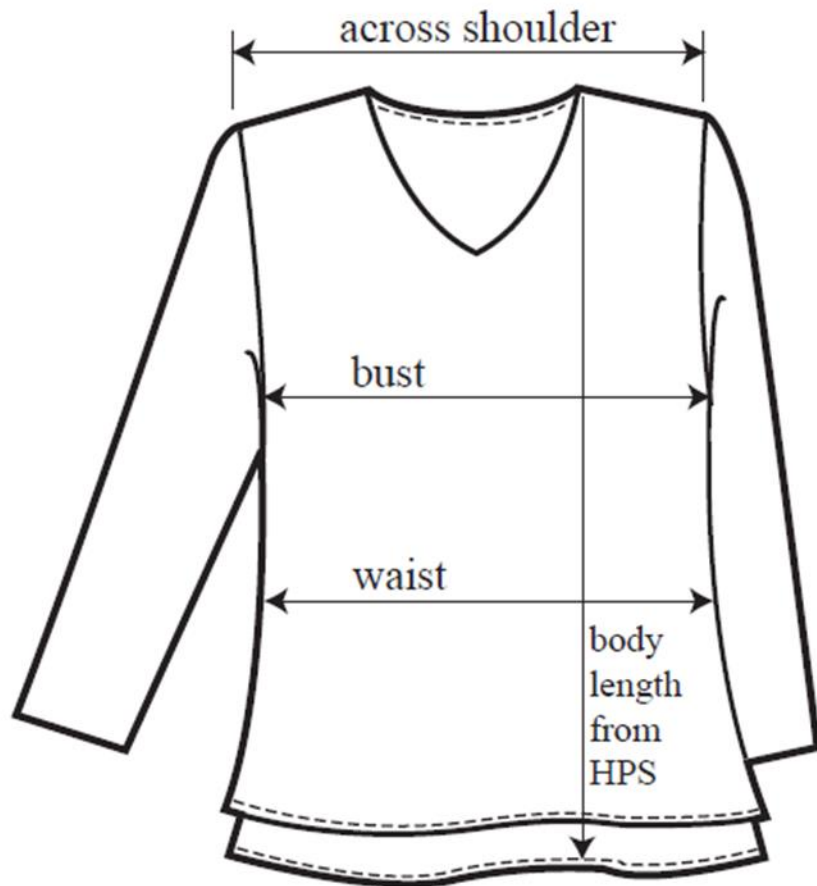
<p>776 Zipper Length Front opening tops - 1/4 Zip</p>	<p>780 Zipper Length pants/skirts</p>	<p>782 Front Arc Height - Stirrup</p>
 <p>Measure from top zipper stop to bottom zipper stop.</p>	 <p>Measure from top zipper stop to bottom zipper stop or bottom of opening.</p>	 <p>Measure from top of front arc to bottom fold.</p>
<p>785 Back Arc Height - Stirrup</p>	<p>790 Stirrup Elastic Length</p>	
 <p>Measure from top of front arc to bottom fold.</p>	 <p>Measure length of stirrup elastic from seam to seam.</p>	

HOW TO MEASURE BIAS GARMENTS



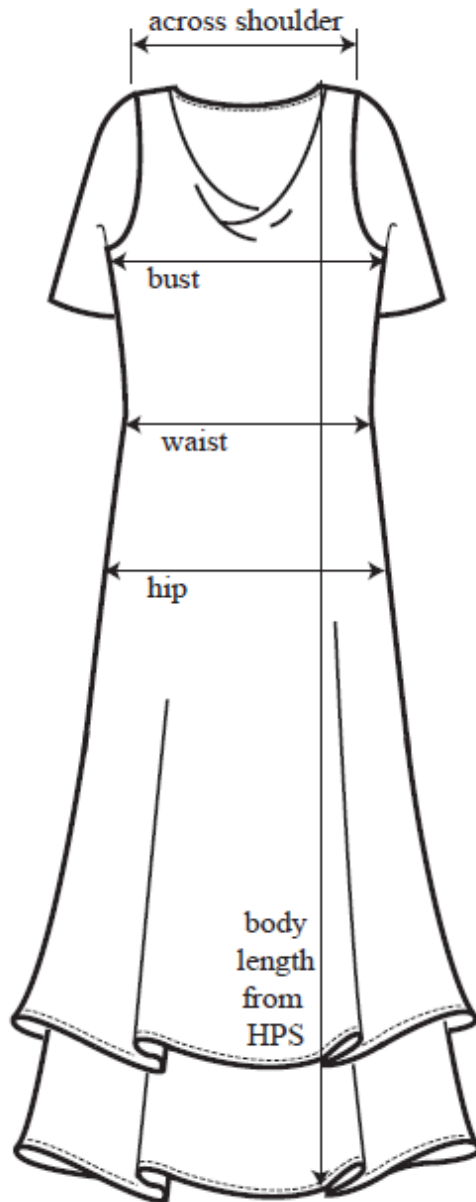
SKIRTS:

- Step 1 - Lay skirt flat on table, straighten warp & weft grains (on the diagonal) as best as possible.
- Step 2 - Pull out Hip level on skirt ensuring fabric lays flat on table & does not distort or ripple.
*** DO NOT re-adjust skirt*** Ensure skirt remains in this position until length measurement is recorded.
- Step 3 - Measure length (below waistband), or as specified.
- Step 4 - Garment can now be moved so that the hem circumference can be measured



TOPS:

- Step 1 - Lay top flat on table, straighten warp & weft grains (on the diagonal) as best as possible.
- Step 2 - Pull out Bust & Waist levels on top ensuring fabric lays flat on table & does not distort or ripple. *** DO NOT re-adjust top *** Ensure top remains in this position until body length, shoulder, & neck measurements are recorded.
- Step 3 - Measure HPS Body length.
- Step 4 - Measure across shoulder width
- Step 5 - Measure neck width, front neck drop, & back neck drop (as specified).
- Step 6 - Garment can now be moved so that the hem circumference, sleeves, & armhole can be measured.



DRESSES:

- Step 1 - Lay Dress flat on table, straighten warp & weft grains (on the diagonal) as best as possible.
- Step 2 - Pull out Bust, Waist, & Hip levels on dress ensuring fabric lays flat on table & does not distort or ripple.
*** DO NOT re-adjust dress *** Ensure dress remains in this position until body length, shoulder, & neck measurements are recorded.
- Step 3 - Measure HPS Body length.
- Step 4 - Measure across shoulder width.
- Step 5 - Measure neck width, front neck drop, & back neck drop (as specified).
- Step 6 - Garment can now be moved so that the hem circumference, sleeves, & armhole can be measured.



Appendix #8 Required Samples by Brand and Where to Send Samples

BRAND	ALPHA SIZED STYLES	NUMERIC SIZED STYLES
Appleseed's	Small and 1X	8 Missy and 18W Women's
Norm Thompson Women's	Small and 1X	8 Missy and 18W Women'
Norm Thompson Men's	Large	44 R Suit Jackets & Sport Coats, 38/30 Pants, 17 ½ x 34/35 Dress Shirts
Sahalie	Medium and 1X	10 Missy and 18W Womens
Tog Shop	Small and 1X	8 Missy and 18W Womens
Wintersilk's	Medium	12 Missy
TO: BRAND NAME GOES HERE, Attn. Technical Design Team 35 Village Road, 4 th Floor Middleton, MA 01949		
BRAND	ALPHA SIZED STYLES	NUMERIC SIZED STYLES
Bedford Fair	Medium and 1X	12 Missy and 18W Women's
Blair Women's	Medium	14 Missy and 18W Women's
Blair Women's Shoes		6 ½ M, 8M, 8W, 9M
Blair Men's	Large	44 R Suit Jackets & Sport Coats, 38/30 Pants, 17 ½ x 34/35 Dress Shirts
Blair Men's Shoes		10M
Old Pueblo Trades	Medium and 1X	12 Missy and 18 Women's
TO: BRAND NAME GOES HERE, Attn. Technical Design Team 220 Hickory St. Warren, PA 16366		
BRAND	ALPHA SIZED STYLES	NUMERIC SIZED STYLES
Draper's and Damon's	Medium	10 Missy
TO: BRAND NAME GOES HERE, Attn. Merchants or Technical Design as directed 9 Pasteur, Suite 200 Irvine, CA 92618 For General Questions email: drapersvendorcompliance@bluestem.com		
BRAND	ALPHA SIZED STYLES	NUMERIC SIZED STYLES
Haband Women's	Medium	12 Missy
Haband Men's	Large	44 R Suit Jackets & Sport Coats, 36/30 Pants, 16 ½ x 34/35 Dress Shirts
TO: BRAND NAME GOES HERE, Attn. Technical Design Team 1 International Boulevard, Suite 800 Mahwah, NJ 07495		

Appendix #9 Repeat Approval Form

**REPEAT STYLE FORM
FOR BLAIR STYLES**

Vendor:

Date:

New Product Code and PCN:

New Product Description:

New Product Size Range:

**For above style we plan to repeat pattern and specs from:
(Old Product Code and PCN)**

COMMENTS:

Technical Design Process Manual Apparel & Footwear

July 2018

29. Guiding Principles of Technical Design

We believe that the ultimate purpose of our work is to meet or exceed our customer's idea of quality products and to strive to achieve the best possible product for our customer through fit consistency, construction of the garments and overall quality.

We believe that we are accountable to our customers, company, co-workers and ourselves.

We believe in building constructive relationships based on mutual respect, candor and understanding.

We believe in encouraging innovative thinking and seeking practical, long-term solutions that best serve the customer and the company.

30. Technical Package ("Tech Pack")

A Technical Package is required for every style. A copy is kept on file in each Bluestem Brands Technical Design Department. It is the Vendor's responsibility to send a complete Technical Package along with their sample(s) sent to Consumer Testing Laboratories (CTL) for laboratory testing. (See Bluestem Brand Testing Manual for Softlines)

- A complete Technical Design Package (Tech Pack) will include:
- A referenced Block Pattern if applicable (See Appendix #5 for block pattern information by brand)
See Appendix #4 for body block spreadsheets
 - o A front and back sketch
 - o A fully graded measurement specification sheet for all sizes offered
 - o Design Details/Bill of Materials
 - o Construction details specific to the style and not covered in the General Manufacturing section of this manual. The responsible parties for the Tech Pack are as follows:

TECHNICAL PACKAGE REQUIREMENTS AND RESPONSIBLE PARTY → ↓	Front and Back Sketch	Design Details	Graded Measurement Specification (Spec)		Construction Details
"Branded" Styles	Vendor	Vendor	Vendor		Not applicable
Supplier Proposed Style	Vendor	Vendor	Proposed Spec Vendor	Final Spec Bluestem Brand Technical Designer	Not applicable
Bluestem Brand Proposed Style	Vendor	Vendor	Proposed Spec Vendor	Final Spec Bluestem Brand Technical Designer	Not applicable
Bluestem Brand Developed Style	Bluestem Brand Designer	Bluestem Brand Designer	Bluestem Brand Technical Designer		Bluestem Brand Technical Designer

31. Bluestem Technical Design Teams Fit Sample Process

All Bluestem Technical Design Teams are dedicated to fitting garments and getting fit comments to Vendors within 5 days of a fitting. Please be aware that other circumstances/priorities may arise and cause delays in meeting that turn time. It is therefore recommended that Vendors submit garments as soon as possible for fit review after being awarded the product/ program.

- For "Branded" styles (again, if requested) we will:
 - o Date TOP samples when received on the sample tag (See Appendix #1 for Sample Tags)
 - o Enter Vendor specs into system (Technical Design or Merchandising as per brand)
 - o Copy specs into Customer Service folder for use with Customers

- For styles we fit, we will:
 - o Date fit samples when received on sample tag
 - o Measure samples

- Review styling details
- Review construction, including internal interlinings and elastics, etc.
- Review care instructions
- Review fiber content
- Review on model for styling appearance, movement issues, measurement concerns
- Review on fit form for balance, fit issues, measurement concerns
- Write a fit report which includes:
 - If needed, sketches and/or photos showing problems with the fit and how to correct
 - Fully graded specs, once fit has been Approved or Conditionally Approved (to be included in your Tech Pack sent to CTL for testing)
- Determine if a fit sample can be APPROVED, CONDITIONALLY APPROVED (somewhat minor changes/corrections required), or REJECTED (more major/critical corrections needed, the Vendor makes the changes and resubmits)
- E-mail fit report to the Vendor
- If APPROVED or CONDITIONALLY APPROVED copy specs into Customer Service folder for use with Customers
- Update Sample Status with results

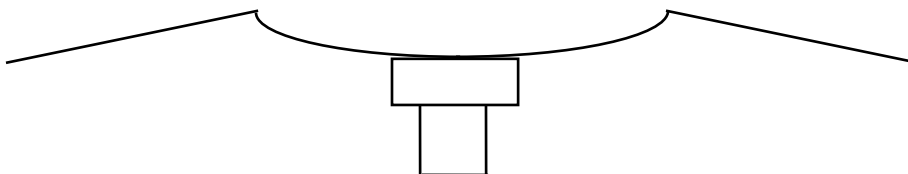
- Notify the Merchants, Sourcing and Photo Ops teams of any fit changes that may/will impact the photo sample

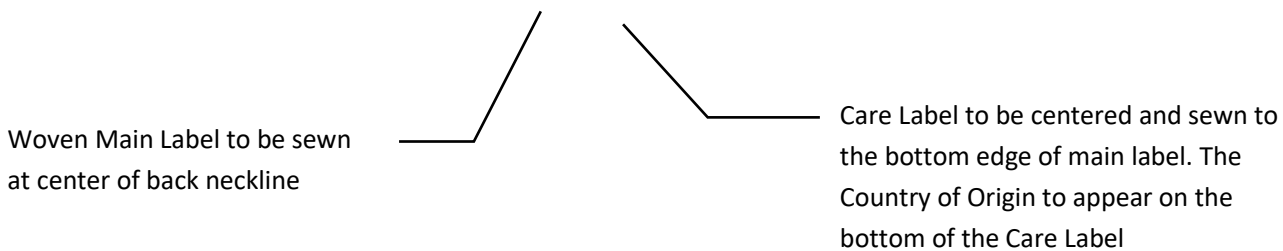
Please note: fabrics, colors and findings are reviewed and approved by the Merchants and/or Designers. Technical Design will only comment when there is a quality and/or functionality problem.

32. Care Labels

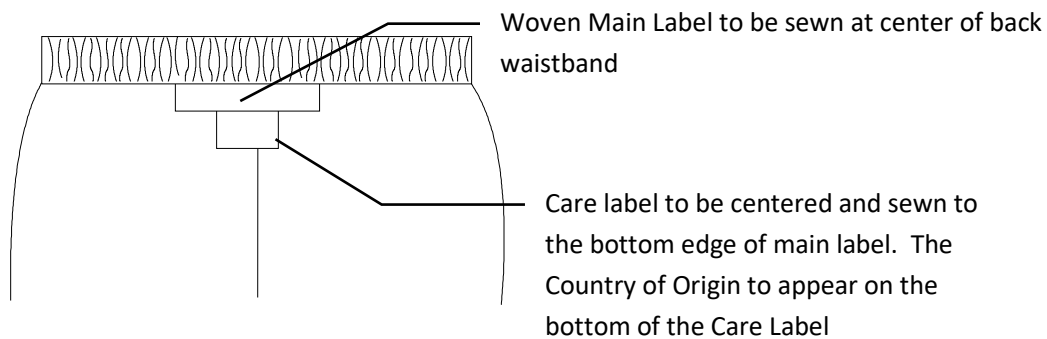
- General Label Placement
 - Woven brand label is to be sewn to the interior of each garment unless a tagless label has been requested
 - The Vendor must comply with FTC and U. S. Customs labeling requirements. For a detailed explanation of FTC labeling requirements go to:
<http://www.business.ftc.gov/documents/bus21-threading-your-way-through-labeling-requirements-under-textile-and-wool-acts>

 - General Label Placement **for Tops:** Country of origin must be clearly visible in the neckline on the Care Label





- General Label Placement **for Bottoms**: Country of origin must be clearly visible on the Care Label



33. Bluestem Technical Design Teams Fit Sample Process

All Bluestem Technical Design Teams are dedicated to fitting garments and getting fit comments to Vendors within 5 days of a fitting. Please be aware that other circumstances/priorities may arise and cause delays in meeting that turn time. It is therefore recommended that Vendors submit garments as soon as possible for fit review after being awarded the product/ program.

- For “Branded” styles (again, if requested) we will:
 - Date TOP samples when received on the sample tag (See Appendix 1 for Sample tags)
 - Enter Vendor specs into system (Technical Design or Merchandising as per brand)
 - Copy specs into Customer Service folder for use with Customers
- For styles we fit, we will:
 - Date fit samples when received on sample tag

- Measure samples
- Review styling details
- Review construction, including internal interlinings and elastics, etc.
- Review care instructions
- Review fiber content
- Review on model for styling appearance, movement issues, measurement concerns
- Review on fit form for balance, fit issues, measurement concerns
- Write a fit report which includes:
 - If needed, sketches and/or photos showing problems with the fit and how to correct
 - Fully graded specs, once fit has been Approved or Conditionally Approved (to be included in your Tech Pack sent to CTL for testing)
- Determine if a fit sample can be APPROVED, CONDITIONALLY APPROVED (somewhat minor changes/corrections required), or REJECTED (more major/critical corrections needed, the Vendor makes the changes and resubmits)
- E-mail fit report to the Vendor
- If APPROVED or CONDITIONALLY APPROVED copy specs into Customer Service folder for use with Customers
- Update Sample Status with results

- Notify the Merchants, Sourcing and Photo Ops teams of any fit changes that may/will impact the photo sample

- Sample Approval Forms: See Appendix 2 for Blair Sample Approval Forms, see Appendix 3 for Draper's Sample Approval forms,

Please note: fabrics, colors and findings are reviewed and approved by the Merchants and/or Designers. Technical Design will only comment when there is a quality and/or functionality problem.

34. Repeat Approval Process – For Blair Only

This is a process that saves everyone time and money. It can be used to eliminate some redundancy in the fit sample process. For when and how to use this process, see the following:

IF:

- It is a new style that is identical in styling and fabric to a style a Vendor has previously produced for the specific Bluestem Brand
AND
- The specific Bluestem Brand has already received stock from the Vendor

THEN:

- The Vendor needs to fill out the Repeat Approval Form (see Appendix #9) and send to the Bluestem Brand Technical Design Team

THE BLUESTEM BRAND WILL:

- Pull stock from our Bluestem Distribution Center and review it
- Send a Repeat Approval Fit Report to the vendor
- If APPROVED or APPROVED WITH CORRECTIONS, the Vendor can proceed with production (when all other requirements are met...testing and Tech pack)
- It may be REJECTED the vendor is required to make a fit sample and go through the entire fit approval process

35. Sample Sizes to Submit by Brand



Sample Sizes
Draper's and Damon's, Norm Thompson Appleseeds and Wintersilks: Women's size 8 or Small and 18W if Women's Size Range
Sahalie: Women's size 10 or Medium
Haband, Bedford Fair, or Old Pueblo Traders: Women's size 12 or Medium and 18W if Women's size range offered
Blair: Women's size 14 or Medium and 18W if Women's size range offered
All Brands Men's Tops: Size 44 or L
All Brands Men's Bottoms: Size 38 or L
All Brands Men's Sportcoats: Size 44 or L

All Brands Mens Dress shirts submit size 17 1/2 X 34

All Brands: Hats, gloves, & scarves submit 1 of any color.

All Brands Bras and Intimates: Submit size 36B for bras and size 7 for women's underwear. Men's underwear submit size 38.

Appendix #1 Sample Tags

FRONT	BACK	FRONT	BACK
<div style="text-align: center;">  Proto Sample </div> <p>Brand Name: _____</p> <p>Date: _____</p> <p>Season: _____</p> <p>Style/Dev. #: _____</p> <p>Description: _____</p> <p>From: _____ Office: _____</p> <p>Vendor/Factory: _____</p> <p>City of Origin: _____</p> <p style="text-align: center;">SAMPLE SIZE:</p> <p>Missy _____</p> <p>Women's _____</p> <p>Men's _____</p> <p>Correct Fabric Quality: Yes <input type="checkbox"/> No <input type="checkbox"/> (prior production fabric)</p> <p>Sample Yardage: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Fiber Content: _____</p> <p>Correct Trim Quality Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p style="text-align: center;">Merchandising Use Only</p> <p>Date Received: _____</p> <p>Approved <input type="checkbox"/></p> <p>Approved with Corrections <input type="checkbox"/></p> <p>Rejected <input type="checkbox"/></p> <p>Date Commented and Initials: _____</p> <p>Comments: _____</p> <hr/> <p style="text-align: center;">Overseas Office Use Only</p> <p>Comments: _____</p>	<div style="text-align: center;">  Fit Sample </div> <p>Brand Name: _____</p> <p>Date: _____ PO#: _____</p> <p>Season: _____</p> <p>Style/Dev. #: _____</p> <p>Description: _____</p> <p>From: _____ Office: _____</p> <p>Vendor/Factory: _____</p> <p>City of Origin: _____</p> <p style="text-align: center;">SAMPLE SIZE:</p> <p>Missy _____</p> <p>Women's _____</p> <p>Men's _____</p> <p style="text-align: center;">Fit 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/></p> <p>Correct Fabric Quality: Yes <input type="checkbox"/> No <input type="checkbox"/> (prior production fabric)</p> <p>Sample Yardage: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Fiber Content: _____</p> <p>Correct Trim Quality Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p style="text-align: center;">Technical Design Use Only</p> <p>Date Received: _____</p> <p>Approved <input type="checkbox"/></p> <p>Approved with Corrections <input type="checkbox"/></p> <p>Rejected <input type="checkbox"/></p> <p>Date Commented and Initials: _____</p> <p>Comments: _____</p> <hr/> <p style="text-align: center;">Overseas Office Use Only</p> <p>Comments: _____</p>

The Proto Sample and Fit Sample tags are 2 ¾" wide by 6 ¾" long and should be printed on card stock paper

FRONT	FRONT	BACK	FRONT	BACK
<p style="text-align: center;">bluestem Photo Sample</p> <p>Brand Name: _____</p> <p>Date: _____</p> <p>Season: _____</p> <p>Style #: _____</p> <p>Description: _____</p> <p>Vendor/Factory: _____</p> <p>City of Origin: _____</p>	<p style="text-align: center;">bluestem Pre-Production Sample</p> <p>Brand Name: _____</p> <p>Date: _____ PO#: _____</p> <p>Season: _____</p> <p>Style/Dev. #: _____</p> <p>Description: _____</p> <p>From: _____ Office: _____</p> <p>Vendor/Factory: _____</p> <p>City of Origin: _____</p> <p style="text-align: center;">SAMPLE SIZE:</p> <p>Missy _____</p> <p>Women's _____</p> <p>Men's _____</p> <p>Bulk Fabric: Yes <input type="checkbox"/></p> <p>Sample Yardage: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Fiber Content: _____</p> <p>Bulk Trim: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p style="text-align: center;">Technical Design Use Only</p> <p>Date Received: _____</p> <p>Approved <input type="checkbox"/></p> <p>Approved with Corrections <input type="checkbox"/></p> <p>Rejected <input type="checkbox"/></p> <p>Date Commented and Initials: _____</p> <p>Comments: _____</p> <hr/> <p style="text-align: center;">Overseas Office Use Only</p> <p>Comments: _____</p>	<p style="text-align: center;">bluestem Production/TOP Sample</p> <p>Brand Name: _____</p> <p>Date: _____ PO#: _____</p> <p>Season: _____</p> <p>Style/Dev. #: _____</p> <p>Description: _____</p> <p>From: _____ Office: _____</p> <p>Vendor/Factory: _____</p> <p>City of Origin: _____</p> <p style="text-align: center;">SAMPLE SIZE:</p> <p>Missy _____</p> <p>Women's _____</p> <p>Men's _____</p> <p>Bulk Fabric: Yes <input type="checkbox"/></p> <p>Fiber Content: _____</p> <p>Bulk Trim: Yes <input type="checkbox"/></p> <p>TOP sample should be in bulk fabric with bulk trim. No substitution allowed!</p>	<p style="text-align: center;">Technical Design Use Only</p> <p>Date Received: _____</p> <p>Approved <input type="checkbox"/></p> <p>Approved with Corrections <input type="checkbox"/></p> <p>Rejected <input type="checkbox"/></p> <p>Date Commented and Initials: _____</p> <p>Comments: _____</p> <hr/> <p style="text-align: center;">Overseas Office Use Only</p> <p>Comments: _____</p>
<p style="text-align: center;">BACK</p> <p>Color: _____</p> <p>Correct Fabric Quality: Yes <input type="checkbox"/> No <input type="checkbox"/> (prior season)</p> <p>Sample Yardage: Yes <input type="checkbox"/> No <input type="checkbox"/> (prior season production)</p> <p>Comments: _____</p>				

The Photo Sample tags are 2 ¾ " wide by 3 ¼" long. The Pre-Production Sample and Production TOP Sample tags are 2 ¾" wide by 6 ¾" long. All should be printed on card stock paper



Womenswear Sample Approval Forms for Footwear

Required Information from Supplier:

For Womenswear QS Use Only:

<u>Date:</u>	<u>Supplier Name/Development #:</u>	<u>Date Sample Received:</u>	<u>Date of Try On:</u>
<u>Product Code:</u>	<u>Status:</u> ___ 1 st Submit ___ 2 nd Submit ___ 3 rd Submit ___ TOP	<u>Sample Status:</u> ___ Approved ___ Approved W/Corr ___ Not Approved	
<u>Product Number:</u>	<u>Size(s) Submitted:</u>	<u>Present at Try On:</u> ___ BJS ___ LEL ___ DLS ___ BLF	

FIT COMMENTS

Men's Tops Fit Evaluation

Date:	Supplier:	
PCN	Status <input type="checkbox"/> 1 st Submit <input type="checkbox"/> 2 nd Submit <input type="checkbox"/> other	Size Submitted:
Fabric Content:		
Care Instructions:		

Garment Description:	Sample Status
<input type="checkbox"/> Details Reviewed	<input type="checkbox"/> Approved
<input type="checkbox"/> Fabric Content Reviewed	<input type="checkbox"/> Approved w/corrections
<input type="checkbox"/> Care Instructions Reviewed	<input type="checkbox"/> Not Approved
	Present at Fitting:

POM Code	Description	Tol +/-	Proposed Spec	Supplier Meas.	MW Meas.	Revise To
601	Front Body Length from HPS	3/8				
200	Across Shoulder curved AH	1/4				
240	Across Back 8" HPS curved AH	3/8				
265	Across Front 8" HPS curved AH	3/8				
210	Shoulder Slope IL to AH	1/8				
215	Forward Shoulder Height to seam	1/4				
260	Chest Circ at AH	1/2				
400	Sweep Circ Relaxed	1/2				
430	Bottom Band/Hem Height	1/8				
356	Sleeve Length from AH short	1/4				
300	Armhole Circ Curved on seam	3/8				
325	Sleeve Opening Circ short	3/8				
125	Neck Width seam to seam	1/8				
142	Front Neck Drop HPS to seam	1/8				
152	Back Neck High Drop HPS to seam	1/8				
155	Collar Height at CBN	1/8				
160	Collar Stand Height at CBN	1/8				
180	Collar Point Length	1/8				
280	Placket Width	1/8				
665	Pocket Height at center	1/8				
680	Pocket Width at top edge	1/8				
735	Top Pocket Placement from HPS	1/8				
740	Top Pocket Placement from CF	1/8				
120	Neck Circ Ctr button to button hole	1/4				

Men's Pant-Short Fit Evaluation

Date:	Supplier:	
PCN	Status <input type="checkbox"/> 1 st Submit <input type="checkbox"/> 2 nd Submit <input type="checkbox"/> other	Size Submitted:
Fabric Content:		
Care Instructions:		

Garment Description:	Sample Status
<input type="checkbox"/> Details Reviewed	<input type="checkbox"/> Approved
<input type="checkbox"/> Fabric Content Reviewed	<input type="checkbox"/> Approved w/corrections
<input type="checkbox"/> Care Instructions Reviewed	<input type="checkbox"/> Not Approved
Present at Fitting: TKS TMS HLC	

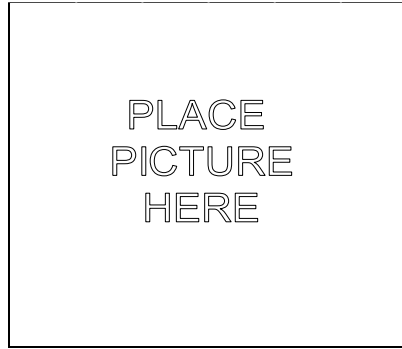
POM Code	Description	Tol +/-	Proposed Spec	Supplier Meas.	MW Meas.	Revise To
640	Inseam	1/4				
440	Waist Circ Relaxed	1/2				
445	Waist Circ Extended	1/2				
450	Waistband Height	1/8				
780	Zipper Length	1/4				
530	Low Seat Circ	1/2				
534	Low Seat Placement from crotch seam	1/8				
542	Front Rise from top edge	1/4				
547	Back Rise from top edge	1/4				
550	Thigh Circ at crotch	3/8				
560	Leg Opening	1/4				
665	Back Pocket Height at center	1/8				
670	Back Pocket Height at side	1/8				
680	Back Pocket Width at top edge	1/8				
685	Back Pocket Width at bottom	1/8				
750	Back Pocket Placement from WB seam	1/8				
755	Back Pocket Placement from SS	1/8				
710	Back Pocket Bag Height	1/4				
810	Back Pocket Welt Height	1/8				
660	Front Pocket Opening from SS	1/8				
750	Front Pocket Placement from WB seam	1/8				
710	Front Pocket Bag Height	1/4				
715	Front Pocket Bag Width at widest	1/4				



Men's Jacket's, Coats, and Vests Fit Evaluation

Date:	Supplier:		Garment Description: <input type="checkbox"/> Details Reviewed <input type="checkbox"/> Fabric Content Reviewed <input type="checkbox"/> Care Instructions Reviewed	Sample Status <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/corrections <input type="checkbox"/> Not Approved Present at Fitting:
PCN	Status <input type="checkbox"/> 1 st Submit <input type="checkbox"/> 2 nd Submit <input type="checkbox"/> other	Size Submitted:		
Fabric Content:				
Care Instructions:				

POM Code	Description	Tol +/-	Proposed Spec	Supplier Meas.	MW Meas.	Revise To
600	Back Body Length from HPS	3/8				
200	Across Shoulder	1/4				
240	Across Back 8" HPS	3/8				
210	Shoulder Slope IL to AH	1/8				
260	Chest Circ at AH	1/2				
400	Sweep Circ	1/2				
355	Sleeve Length from AH long	1/4				
300	Armhole Circ Curved on seam	3/8				
322	Muscle Circ at AH	3/8				
335	Sleeve Opening Circ long	1/4				
335	Sleeve Opening Circ at Seam Extended	1/4				
125	Neck Width seam to seam	1/8				
142	Front Neck Drop HPS to seam	1/8				
152	Back Neck High Drop HPS to seam	1/8				
805	Lapel width	1/8				
435	Back vent height	1/8				
435	Sleeve vent height	1/8				
730	Pocket Opening	1/4				
685	Pocket Width at bottom	1/8				
665	Pocket Height at center	1/8				
155	Collar Height at CBN	1/8				
160	Collar Stand Height at CBN	1/8				
180	Collar Point Length	1/8				



Double Sized Bottoms

COMPANY: Draper's and Damon's

Group Name _____

Division _____

Season _____

Special Ticketing: _____

VENDOR CODE _____

Style # _____ MISSY

Style # _____ PETITE

Style # _____ WOMEN

Desc _____

Date _____

Style :	Misses						Petite					Women's				Tol
Size	XS	S	M	L	XL	XXL	PXS	PS	PM	PL	PXL	1X	2X	3X	4X	+ / -
Waist OR Waistband Relaxed																3/4
Waist OR Waistband Extended																3/4
Waistband Height																0
Low Hip LOCATION specify measure location																
Low Hip Circumference <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																3/4
Front Rise Length along curve <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																1/2
Back Rise Length along curve <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																1/2
Inseam Length																1/2
Thigh Circumference 1" below crotch junction																1/2
Knee Circumference 14" below crotch junction																1/2
Leg Opening Circumference																1/2

	Misses			Petite			Women's		
Waist Design check one box in M, P, W	<input type="checkbox"/> Part FR Elastic & Full BK Elastic	<input type="checkbox"/> Full Elastic Waist	<input type="checkbox"/> BK Elastic Only	<input type="checkbox"/> Part FR Elastic & Full BK Elastic	<input type="checkbox"/> Full Elastic Waist	<input type="checkbox"/> BK Elastic Only	<input type="checkbox"/> Part FR Elastic & Full BK Elastic	<input type="checkbox"/> Full Elastic Waist	<input type="checkbox"/> BK Elastic Only
	<input type="checkbox"/> Side BK Elastic Only	<input type="checkbox"/> Flat Waist, No Elastic		<input type="checkbox"/> Side BK Elastic Only	<input type="checkbox"/> Flat Waist, No Elastic		<input type="checkbox"/> Side BK Elastic	<input type="checkbox"/> Flat Waist, No Elastic	

	Misses			Petite			Women's		
Zipper Placement check one box in M, P, W	<input type="checkbox"/> Front Zip	<input type="checkbox"/> Side Zip	<input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip	<input type="checkbox"/> Side Zip	<input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip	<input type="checkbox"/> Side Zip	<input type="checkbox"/> CB Zip

Double Sized Skirts

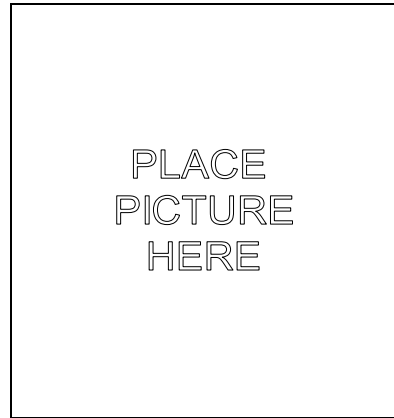
COMPANY: _____ Draper's and Damon's _____

Group Name _____

Division _____

Season _____

Special Ticketing: _____



VENDOR CODE _____

Style # _____ MISSY

Style # _____ PETITE

Style # _____ WOMEN

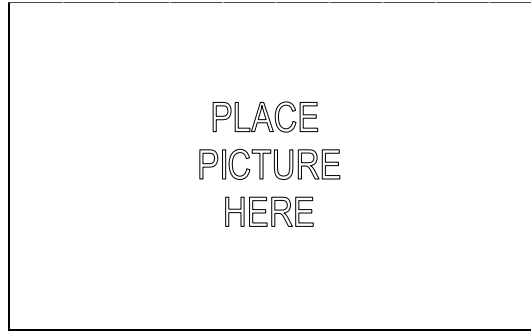
Desc _____

Date _____

Style :	Misses						Petite					Women's				ToI
Size	XS	S	M	L	XL	XXL	PXS	PS	PM	PL	PXL	1X	2X	3X	4X	+ / -
Waist OR Waistband Relaxed																3/4
Waist OR Waistband Extended																3/4
Waistband Height																0
Low Hip Location specify measure location																
Low Hip Circumference																3/4
Length																3/8
Bottom Opening closed																3/4

	Misses	Petite	Women's
Waist Design check one box in M, P, W	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> BK Elastic Only <input type="checkbox"/> Side BK Elastic Only	<input type="checkbox"/> Full Elastic Waist <input type="checkbox"/> Flat Waist, No Elastic	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> Full BK Elastic <input type="checkbox"/> Side BK Elastic

	Misses	Petite	Women's
Zipper Placement check one box in M, P, W	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip



COMPANY: _____

Group Name _____

Division _____

Season _____

Special Ticketing: _____

Single Sized Bottoms

VENDOR CODE _____

Style # _____ MISSY

Style # _____ PETITE

Style # _____ WOMEN

Desc _____

Date _____

Style :	Misses								Petite								Women's								Tot
Size	4	8	10	12	14	16	18	20	2P	4P	8P	10P	12P	14P	16P	18P	14W	16W	18W	20W	22W	24W	26W	+ / -	
Waist OR Waistband Relaxed																								3/4	
Waist OR Waistband Extended																								3/4	
Waistband Height																								0	
Low Hip LOCATION specify measure location																									
Low Hip Circumference <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																								3/4	
Front Rise Length along curve <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																								1/2	
Back Rise Length along curve <input type="checkbox"/> from Below WB <input type="checkbox"/> from Top of WB																								1/2	
Inseam Length																								1/2	
Thigh Circumference 1" below crotch junction																								1/2	
Knee Circumference 14" below crotch junction																								1/2	
Leg Opening Circumference																								1/2	

	Misses	Petite	Women's
Waist Design check one box in M, P, W	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> BK Elastic Only <input type="checkbox"/> Side BK Elastic Only	<input type="checkbox"/> Full Elastic Waist <input type="checkbox"/> Flat Waist, No Elastic	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> Full Elastic Waist <input type="checkbox"/> BK Elastic Only <input type="checkbox"/> Flat Waist, No Elastic <input type="checkbox"/> Side BK Elastic Only

	Misses	Petite	Women's
Zipper Placement check one box in M, P, W	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip

PLACE
PICTURE
HERE

Single Sized Skirts

COMPANY: _____

Group Name _____

Division _____

Season _____

Special Ticketing: _____

VENDOR CODE _____

Style # _____ MISSY

Style # _____ PETITE

Style # _____ WOMEN

Desc _____

Date _____

Style :	Misses								Petite								Women's								ToI
Size	4	8	10	12	14	16	18	20	2P	4P	8P	10P	12P	14P	16P	18P	14W	16W	18W	20W	22W	24W	26W	+ / -	
Waist OR Waistband Relaxed																								3/4	
Waist OR Waistband Extended																								3/4	
Waistband Height																								0	
Low Hip Location specify measure location																									
Low Hip Circumference																								3/4	
Length																								1/2	
Bottom Opening closed																								1/2	

	Misses	Petite	Women's
Waist Design check one box in M, P, W	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> BK Elastic Only <input type="checkbox"/> Side BK Elastic Only	<input type="checkbox"/> Full Elastic Waist <input type="checkbox"/> Flat Waist, No Elastic	<input type="checkbox"/> Part FR Elastic & Full BK Elastic <input type="checkbox"/> BK Elastic Only <input type="checkbox"/> Side BK Elastic Only

	Misses	Petite	Women's
Zipper Placement check one box in M, P, W	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip	<input type="checkbox"/> Front Zip <input type="checkbox"/> Side Zip <input type="checkbox"/> CB Zip

Care & Content Sheet



Buyer # _____	Season / Year : _____	Group name : _____	Date : _____
Vendor : _____	Vendor Code : _____	Completed By : _____	Tel # _____
Approved On : _____	Approved By : _____		

Please fill out the following information for each individual style. All information must match the Care & Content labels used on the garments for production, as it is used in Catalog copy and must be accurate. Vendors are solely responsible for the legal accuracy of the fabric (Fiber Identification Accuracy) and Care Label instructions. If the production labels do not match the information listed below, goods will be rejected by our Quality Assurance Department.

1 -

Style #		<i>missy</i>		<i>petite</i>		<i>women</i>
Item #		<i>missy</i>		<i>petite</i>		<i>women</i>

Item Description : _____

Size Ranges : _____

Color (s) : _____

Shoulder Pads : Yes No **Pockets :** Yes No

Fabric / Yarn Origin : _____ **Garment Made In :** _____

Self Fiber Content : _____

Lining Fiber Content: _____

Care Instructions : _____

2 -

Style #		<i>missy</i>		<i>petite</i>		<i>women</i>
Item #		<i>missy</i>		<i>petite</i>		<i>women</i>

Item Description : _____

Size Ranges : _____

Color (s) : _____

Shoulder Pads : Yes No **Pockets :** Yes No

Fabric / Yarn Origin : _____ **Garment Made In :** _____

Self Fiber Content : _____

Lining Fiber Content: _____

Care Instructions : _____

3 -

Style #		<i>missy</i>		<i>petite</i>		<i>women</i>
Item #		<i>missy</i>		<i>petite</i>		<i>women</i>

Item Description : _____

Size Ranges : _____

Color (s) : _____

Shoulder Pads : Yes No **Pockets :** Yes No

Fabric / Yarn Origin : _____ **Garment Made In :** _____

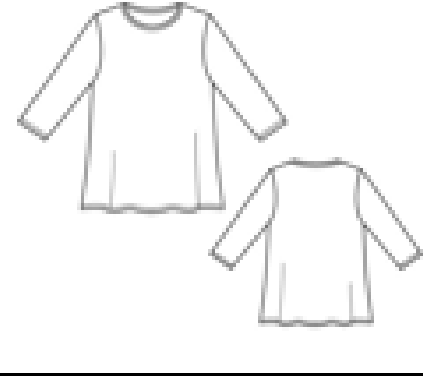
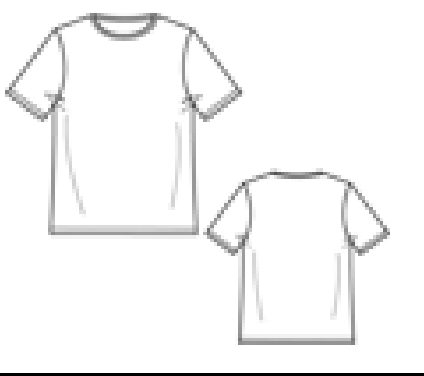

Self Fiber Content : _____

Lining Fiber Content: _____

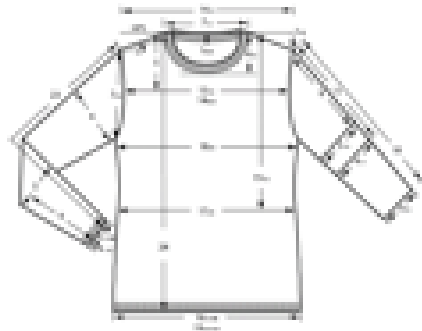
Care Instructions : _____

Appendix #4 Basic Garment Specs by Bluestem Brand

APPLESEED'S KNIT TOPS – MEASURE ON THE HALF

			
KNIT TOPS	A-LINE, 3/4 SLEEVE TEE-BB401	SHORT SLEEVE TEE - BB402	FLEECE CARDIGAN-BB403
MISSSES SIZE SMALL			
POINTS OF MEASUREMENTS			
BODY LENGTH HPS	26	25	27
ACROSS SHOULDER	14 1/2	14 1/2	15
ACROSS FRONT 5" HPS	13	13 1/4	13 1/2
ACROSS BACK 5" HPS	13 1/2	14	14 1/4
CHEST WIDTH 1" BELOW AH	19 1/4	18 1/2	20
WAIST WIDTH 15 1/2" FROM HPS	20 1/2	17 1/2	
SWEEP	22 1/2	19	21
ARMHOLE STRAIGHT	7 3/4	8	8 1/8
SLEEVE LENGTH FROM SHOULDER	18	9	23
MUSCLE 1" BELOW ARMHOLE	6 1/8	6	6 3/4
SLEEVE OPENING	4 3/4	5 5/8	4 1/4
NECK WIDTH EDGE TO EDGE	7 1/4	6 3/4	6 1/2
FRONT NECK DROP	3 1/2	3 3/4	3 1/2
BACK NECK DROP	1	1	3/4

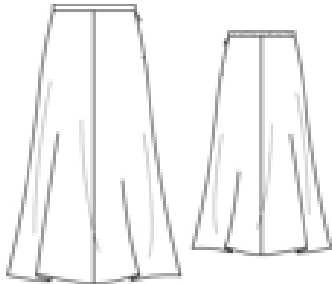
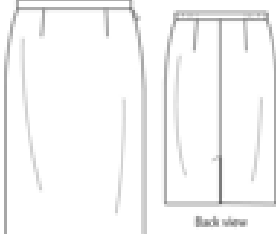
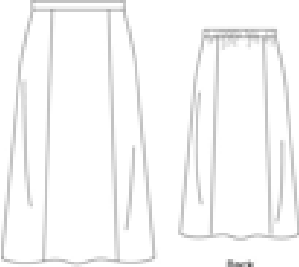
APPLESEED'S SWEATERS - MEASURE ON THE HALF



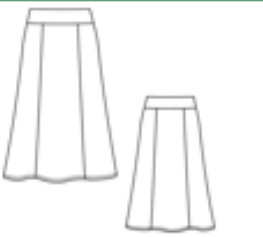
MISSES SIZE SMALL	SWEATER PULLOVER
POINTS OF MEASUREMENTS	
BODY LENGTH HPS	24
ACROSS SHOULDER	14 1/2
ACROSS FRONT 5" HPS	13 1/4
ACROSS BACK 5" HPS	14
CHEST WIDTH 1" BELOW AH	18 3/4
WAIST WIDTH 15 1/2" FROM HPS	17 3/4
SWEEP	16 1/2
ARMHOLE STRAIGHT	7 3/4
SLEEVE LENGTH FROM SHOULDER	22 3/4
MUSCLE 1" BELOW ARMHOLE	6
SLEEVE OPENING	3 1/2
NECK WIDTH SEAM TO SEAM	7 1/2
FRONT NECK DROP	4 1/2
BACK NECK DROP	1






APPLESEED'S WOVEN SKIRTS – MEASURE ON THE WHOLE

WOVEN SKIRTS			
	BB6014 GORE BIAS SKIRT	BB602 SLIM STRAIGHT SKIRT	BB603 SIX GORE SKIRT
FABRIC:	BI-STRETCH	BI-STRETCH	NON-STRETCH
POINTS OF MEASUREMENTS			
WAIST CIRCUMFERENCE RELAXED	30	29 1/4	30
WAIST EXTENDED	33	31 1/2	34 1/2
HIGH HIP CIRCUMFERENCE	38	39 1/4	
LOW HIP 8" BELOW WAIST SEAM	42 1/2	41 1/2	43 1/2
SWEEP CIRCUMFERENCE	64	43	66
CB LENGTH FROM WAIST SEAM	30	25	32





APPLESEED'S KNIT SKIRTS – MEASURE ON THE HALF

KNIT SKIRTS	
	BB503 GORED SKIRT WITH YOKE POLY SPANDEX
POINTS OF MEASUREMENTS	
WAIST WIDTH RELAXED	15
WAIST WIDTH EXTENDED	18 1/2
HIGH HIP WIDTH AT YOKE SEAM	17 1/4
LOW HIP 8" BELOW WAIST SEAM	21
SWEEP WIDTH	46
CB LENGTH FROM TOP	32

APPLESEED'S DRESSES – MEASURE ON THE WHOLE

DRESSES			
	BB101 S/S KNIT DRESS	BB102 KNIT FIT AND FLARE	BB103 WOVEN SHEATH
POINTS OF MEASUREMENTS	WIDTH	WIDTH	CIRCUMFERENCE
BODY LENGTH FROM HPS	44	41 1/2	44
ACROSS SHOULDER	14 3/4	14 3/4	15 1/2
CHEST 1" BELOW AH	18 1/4	18	38 1/2
WAIST 15" FROM HPS	18 1/4	16 1/4	35
LOW HIP 24" FROM HPS	20 1/2	24 1/2	41
SWEEP	24	50 1/2	42





APPLESEED'S KNIT PANTS – MEASURE ON THE HALF

				
BLOCK NUMBER:	BB501 KNIT PANT WITH YOKED WAIST	BB502 KNIT P O PANT	WOMEN'S BB901 KNIT P O PANT	WOMEN'S BB902 FITTED PANT
FABRIC:	Ribbed Knit	Ribbed Knit	Ribbed Knit	Nylon/Cotton/Spandex
POINTS OF MEASUREMENTS				
WAIST WIDTH RELAXED	15	13 3/4	18	20 1/4
WAIST EXTENDED	18	18	24	23
LOW HIP 8" BELOW WAIST SEAM	19 3/4	20	24 1/2	23 3/4
LEG OPENING WIDTH	7 3/4	8 1/4	11	7 1/2
INSEAM	30	30	30	30


APPLESEED'S JACKETS – MEASURE ON THE WHOLE

					
BLOCK NUMBER:	BB701 BOXY JACKET	BB702 FITTED BLAZER	BB703 JEAN JACKET		BB704 BOXY JACKET, PRINCESS SEAMS
FABRIC:					WOVEN, NO STRETCH
POINTS OF MEASUREMENTS					
BODY LENGTH FROM CB NECK	24	26	22		24
ACROSS SHOULDER	15 3/4	15 1/2	16		15 1/2
ACROSS FRONT	14 1/4	14	14		14
ACROSS BACK	15 1/4	15	15 1/4		15
CHEST CIRCUMFERENCE	40	39	39 1/2		39 1/2
WAIST CIRCUMFERENCE	39	37 1/2	38 1/2		37 1/2
SWEEP CIRCUMFERENCE	43	43 1/4	41 1/2		42 3/4
ARMHOLE CIRCUMFERENCE	20	20	20 1/2		19 3/4
SLEEVE LENGTH FROM SHOULDER	24	24	23 3/4		24
		28	28		

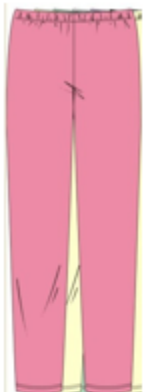



BLAIR WOMEN'S KNIT TOPS – MEASURE ON THE WHOLE

				
KNIT TOPS AND SWEATERS	MOCK NECK	SLEEVELESS MOCK	BASIC TEE	BASIC HOODY
POINTS OF MEASUREMENTS				
BODY LENGTH	26 1/2	26 1/2	26	25
ACROSS SHOULDER	16	14 1/2	16	17
BUST	42	42	41	46
WAIST				
SWEEP	42	42	44	38
ARMHOLE	19	19	19 1/2	22
MUSCLE 1" BELOW ARMHOLE	14	19	14	17 1/2
NECK WIDTH SEAM TO SEAM	7 1/8	7 1/8		7
NECK WIDTH EDGE TO EDGE			7	
FRONT NECK DROP	3 3/8	3 3/8	4	4
BACK NECK DROP	1 1/2	1 1/2	1	1
SLEEVE LENGTHS & SLEEVE OPENINGS				
SHORT SLEEVES:				
SLEEVE LENGTH	9		9	
SLEEVE OPENING	14		13 1/2	
3/4 SLEEVES:				
SLEEVE LENGTH			17	
SLEEVE OPENING			11	
LONG SLEEVE:				
SLEEVE LENGTH	24		23 1/2	24 1/2
SLEEVE OPENING	9		9	7




BLAIR WOMENS SWEATERS – MEASURE ON THE WHOLE

KNIT TOPS AND SWEATERS		
	SWEATER CARDIGAN	SWEATER VEST
POINTS OF MEASUREMENTS		
BODY LENGTH	26	25
ACROSS SHOULDER	15 1/4	15 1/2
BUST	42	42 1/2
WAIST		
SWEEP	43	43
ARMHOLE	20 1/2	21
MUSCLE 1" BELOW ARMHOLE	15	
NECK WIDTH SEAM TO SEAM		
NECK WIDTH EDGE TO EDGE	6 1/2	7
FRONT NECK DROP	3 1/2	3 3/4
BACK NECK DROP	3/4	1
SLEEVE LENGTHS * SLEEVE OPENINGS		
SHORT SLEEVES:		
SLEEVE LENGTH		
SLEEVE OPENING		
3/4 SLEEVES:		
SLEEVE LENGTH		
SLEEVE OPENING		
LONG SLEEVE:		
SLEEVE LENGTH	23 1/2	
SLEEVE OPENING	*	




BLAIR WOMENS BOTTOMS – MEASURE ON THE WHOLE

				
BOTTOMS				
SIZE M OR 14	KNIT LEGGING	SPILT SKIRT	BASIC PANT - MISSY 14 OR MED	BASIC PANT - WOMENS 18W
POINTS OF MEASUREMENTS				
INSEAM	28 1/2	14	29 1/2	29 1/2
INSEAM PETITE			28	28
INSEAM CAPRI	21		21	21
WAIST RELAX	29	28	28 1/2	34 1/4
WAIST EXTENDED	42	42	42	45 1/2
LOW HIP 8" BB	36	47 1/2	43	48 1/2
THIGH AT CROTCH	22 1/2	31 1/2	27 1/2	31
LEG OPENING	9 1/2	33	16	17
FRONT RISE TO TOP OF WB	10 5/8	12 7/8	11 3/4	12 7/8
BACK RISE TO TOP OF WB	14 3/8	16	15 1/2	16 5/8

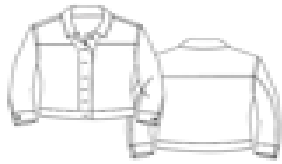


BLAIR WOMENS DRESSES – MEASURE ON THE WHOLE

			
DRESSES			
SIZE MEDIUM	RAGLAN KNIT DRESS	KNIT LOUNGE DRESS	WOVEN RAYON DRESS
POINTS OF MEASUREMENTS			
BODY LENGTH FROM HPS	42	46	53
ACROSS SHOULDER			
BUST	41	41 1/2	43 1/2
WAIST			40
LOW HIP			53 1/2
SWEEP	69	69	63
ARMHOLE		20 1/2	20 1/2
ARMHOLE FRONT	11		
ARMHOLE BACK	15		
MUSCLE 1" BELOW ARMHOLE		16	15 3/4
NECK WIDTH			6 3/4
FRONT NECK DROP			5
BACK NECK DROP			1
SLEEVE LENGTHS & SLEEVE OPENINGS			
SHORT SLEEVES:			
SLEEVE LENGTH FROM NECK EDGE 9 1/4		8	8
SLEEVE OPENING	15	15 3/4	15 3/4
3/4 SLEEVES:			
SLEEVE LENGTH		17	
SLEEVE OPENING		11	
LONG SLEEVE:			
SLEEVE LENGTH		23 1/2	
SLEEVE OPENING		9	







BLAIR WOMENS WOVEN TOPS – MEASURE ON THE WHOLE

WOVEN TOPS			
SIZE MEDIUM	WOVEN SHIRT	CAMP SHIRT	BIG SHIRT
POINTS OF MEASUREMENTS			
BODY LENGTH FROM HPS	29	26	30
BODY LENGTH FROM HPS TO SS	27		
ACROSS SHOULDER	16 1/2	16	16 1/4
BUST	45	45	44
WAIST			
SWEEP	45 1/2	46	53
ARMHOLE	21	21	21
MUSCLE 1" BELOW CROTCH	16	15 3/4	6 1/4
NECK WIDTH	6 1/4	6 3/4	6 3/4
FRONT NECK DROP	3 3/4		
FRONT NECK DROP TO 1ST BTTN		7 1/2	9 3/4
BACK NECK DROP	1	1	1 1/2
SLEEVE LENGTHS & SLEEVE OPENINGS			
SHORT SLEEVES:			
SLEEVE LENGTH	9	9	
SLEEVE OPENING	14 1/2	15	
3/4 SLEEVES:			
SLEEVE LENGTH	17 1/2		18
SLEEVE OPENING	11		10 1/4
LONG SLEEVE:			
SLEEVE LENGTH	24		23 3/4
SLEEVE OPENING	8		12



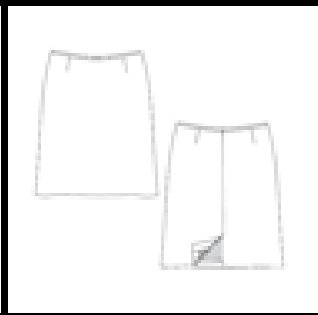
OLD PUEBLO TRADERS WOVEN JACKETS

				
	JEAN JACKET	JEAN JACKET WITH MANDARIN COLLAR	WOVEN FITTED JACKET	
POINTS OF MEASUREMENTS				
BODY LENGTH	26	26	26	
ACROSS SHOULDER	16 3/4	16 1/2	17	
BUST	43	43	42	
WAIST		42	40	
LOW HIP				
SWEEP	45	44	46	
ARMHOLE	20 1/2	20 1/2	20 1/4	
MUSCLE 1" BELOW ARMHOLE	14 1/2	14 1/2		
NECK WIDTH	6 3/4	7	6 3/4	
FRONT NECK DROP	3 3/4	3 1/2		
FRONT NECK DROP TO FIRST BUTTON			17 1/4	
BACK NECK DROP	3/4	5/8	3/4	
SLEEVE LENGTHS & SLEEVE OPENINGS				
SHORT SLEEVES:				
SLEEVE LENGTH				
SLEEVE OPENING				
3/4 SLEEVES:				
SLEEVE LENGTH				
SLEEVE OPENING				
LONG SLEEVE:				
SLEEVE LENGTH	24	24	23 3/4	
SLEEVE OPENING	8 1/2	9	12	

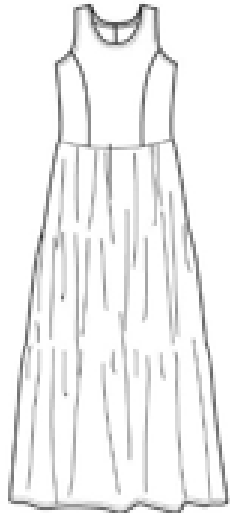
OLD PUEBLO TRADERS WOVEN TOPS

						
SIZE 12	WOVEN SHIRT	BIG SHIRT	WOVEN SHIRT	WOVEN SHIRT	RAGLAN PEASANT TOP	SET IN SLEEVE PEASANT TOP
POINTS OF MEASUREMENTS						
BODY LENGTH FROM HPS	28	27 1/2	28	26 1/2	25	25
BODY LENGTH FROM HPS TO S3	26 1/4	25 1/2	26			
ACROSS SHOULDER	16 1/2	16 1/2	16	15 1/2		16
BUST	43	45	44	43	43	43
WAIST	42			41		
SWEEP	46	45 1/2	46	45	50	50
ARMHOLE	20	20	19 1/2	20 1/2		20
FRONT RAGLAN					10 3/8	
BACK RAGLAN					11 1/2	
MUSCLE 1" BELOW ARMHOLE	14 1/2	14 1/2	14	14 1/4	14 1/2	14 1/2
NECK WIDTH	6 3/4	6 3/4	7	6 3/4	7 3/4	7 3/4
FRONT NECK DROP	3 3/4	3 3/4	4	3 3/4	4 1/2	4 1/2
FRONT NECK DROP TO FIRST BUTTON		7 1/4				
BACK NECK DROP	3/4	3/4	1 1/2	3/4	1 1/2	1 1/2
SLEEVE LENGTHS & SLEEVE OPENINGS						
SHORT SLEEVES:						
LENGTH FROM SHOULDER SEAM						
SLEEVE OPENING						
3/4 SLEEVES:						
SLEEVE LENGTH FROM SHOULDER SEAM	17 3/4		17 3/4	17 3/4	FROM NECK SEAM 23 3/4*	17 3/4*
SLEEVE OPENING			11	11 1/2	RELAXED 6 1/2*	RELAXED 6 1/2*
LONG SLEEVE:						
SLEEVE LENGTH FROM SHOULDER SEAM	23 3/4	23 3/4				
SLEEVE OPENING	8 1/4	9				
BUTTON PLACEMENT FROM ARMHOLE ON SLEEVE	14	10				







OLD PUEBLO TRADERS WOVEN BOTTOMS

				
	SLIM SKIRT WITH SIDE ELASTIC	PANT WITH FLAT FRONT AND ELASTIC BACK	SKIRT, FLAT FRONT AND BACK	
SIZE 12				
POINTS OF MEASUREMENTS				
SKIRT LENGTH BELOW WB	26		28	
INSEAM		30		
WAIST RELAX	32	32	33 1/4	
FRONT WAISTBAND SS TO SS (RELAX)	17 1/2	18		
BACK WAIST ELASTIC SS TO SS		14 3/4		
WAIST EXTENDED	36	42		
HIGH HIP 4" BB (3 PTS)	41 1/2		40 1/2	
LOW HIP 8" BB (3 PTS)	44 1/2	44	44	
FRONT RISE INCLUDING WB		12 1/2		
BACK RISE INCLUDING WB		17		
THIGH 1" BELOW CROTCH		26 1/2		
KNEE 11" BELOW CROTCH		21		
LEG OPENING		17		
SWEEP	44 1/2		44	
POCKET OPENING	6 1/2			
POCKET PLACEMENT VERT FROM WB SEAM	6 1/2			
POCKET PLACEMENT HORIZ FROM	1 1/2			
ZIPPER LENGTH PANTS/SKIRTS	6 1/2			


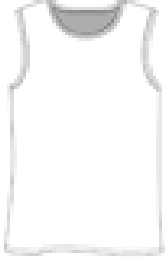
OLD PUEBLO TRADERS WOVEN DRESSES

	
SIZE 12	
POINTS OF MEASUREMENTS	
BODY LENGTH	50
ACROSS SHOULDER	14 1/2
BUST	41
WAIST	38
LOW HIP	39
SWEEP	115 3/4
ARMHOLE	19

OLD PUEBLO TRADERS SWEATERS

						
SIZEM	CARDIGAN	SHAKER CARDIGAN	SWEATER JACKET	TURTLE NECK	LS CREWNECK	SET IN SLEEVE SWEATER
POINTS OF MEASUREMENTS						
BODY LENGTH FROM HPS	29	29	25	26	26	26
BODY LENGTH FROM HPS TO SS						
ACROSS SHOULDER	16	DROPPED SLEEVE 22	16 1/2	15	15	15 1/2
BUST	43	42	44	38	38	41
WAIST				37	37	
SWEEP	45	43	44	40	40	39
ARMHOLE	19 1/2	STRAIGHT 17	20 1/2	19 1/2	19 1/2	19 1/2
FRONT RAGLAN						
BACK RAGLAN						
MUSCLE 1" BELOW ARMHOLE	14 1/4	14 1/2	14 1/2	13 1/2	13 1/2	14
NECK WIDTH	7	7 1/2	7	6 1/2	7 1/2	8 1/2
FRONT NECK DROP		11			4	3 3/4
FRONT NECK DROP TO FIRST BUTTON			12	3 1/2		
BACK NECK DROP	3/4	1 1/2	1 1/4	1 1/2	3/4	1 1/4
SLEEVE LENGTHS & SLEEVE OPENINGS						
SHORT SLEEVES:						
LENGTH FROM SHOULDER SEAM						
SLEEVE OPENING						
3/4 SLEEVES:						
SLEEVE LENGTH FROM SHOULDER SEAM						17 3/4"
SLEEVE OPENING						RELAXED 6 1/2
LONG SLEEVE:						
SLEEVE LENGTH FROM SHOULDER SEAM	23 3/4	DROPPED 20 1/2	23 3/4	23 3/4	23 3/4	23 3/4
SLEEVE OPENING	7 1/4	7	9	7 1/2	7 1/2	RELAXED 5 1/2

OLD PUEBLO TRADERS KNIT TOPS





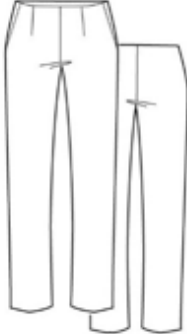

		
	TSHIRT	TANK
POINTS OF MEASUREMENTS		
BODY LENGTH	25	25
ACROSS SHOULDER	16	14 1/2
BUST	40	40 1/2
WAIST	39	
LOW HIP		
SWEEP	43	43
ARMHOLE	19 1/2	18 1/2
MUSCLE 1" BELOW ARMHOLE	14	
SLEEVE LENGTHS & SLEEVE OPENINGS		
SHORT SLEEVES:		
SLEEVE LENGTH	9	
SLEEVE OPENING	12 3/4	
3/4 SLEEVES:		
SLEEVE LENGTH	17 3/4	
SLEEVE OPENING	11	
LONG SLEEVE:		
SLEEVE LENGTH	23 3/4	
SLEEVE OPENING	9 1/2	

OLD PUEBLO TRADERS KNIT DRESSES

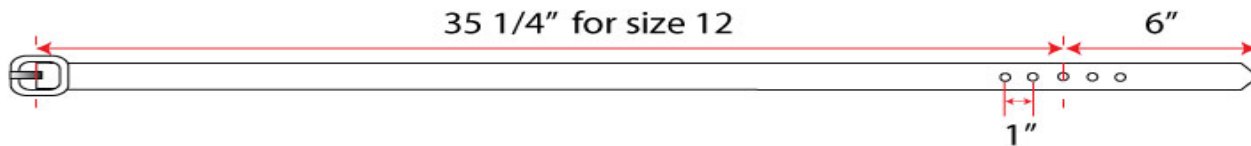


	A-LINE DRESS	TANK DRESS
POINTS OF MEASUREMENTS		
BODY LENGTH	44	50
ACROSS SHOULDER	15 1/2	14 1/2
BUST	40	40
WAIST	38	42
LOW HIP	44	56
SWEEP	50	99
ARMHOLE	19 1/2	19 1/2
MUSCLE 1" BELOW ARMHOLE	14	
SLEEVE LENGTHS & SLEEVE OPENINGS		
SHORT SLEEVES:		
SLEEVE LENGTH	9	
SLEEVE OPENING	12 3/4	
3/4 SLEEVES:		
SLEEVE LENGTH	17 3/4	
SLEEVE OPENING	11	
LONG SLEEVE:		
SLEEVE LENGTH	23 3/4	
SLEEVE OPENING	9 1/2	



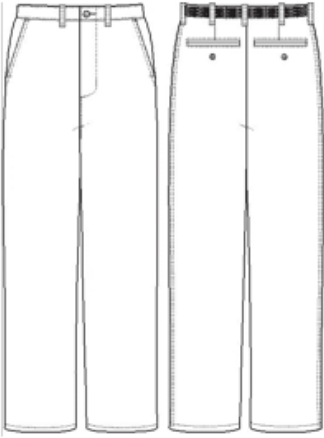


OLD PUEBLO TRADERS KNIT BOTTOMS

						
SIZE M	PANT	COULOTTES	CAPRI	PEDAL PUSHER	PONTE ANKLE PANT	FULL ELASTIC
POINTS OF MEASUREMENTS						
INSEAM	30	20	21	17	27	30
WAIST RELAX	29 1/2	29 1/2	29 1/2	29 1/2	34	28 1/2
WAIST EXTENDED	44	44	44	44		42
HIGH HIP 4" BB					39 1/2	
HIGH HIP 8" BB	44 1/2	44 1/2	44 1/2	44 1/2	42	43
THIGH 1" BELOW CROTCH	26	27	26	26	25	26
LEG OPENING	16	24	17	18	13 3/4	16
FRONT RISE TO TOP OF WB	12 1/4	12 1/4	12 1/4	12 1/4	12 1/4	12 1/4
BACK RISE TO TOP OF WB	17	17	17	17	17	17

OLD PUEBLO TRADERS BELT



BLAIR MEN'S BOTTOMS

					
SIZE LARGE or 38 Regular					
	Rigid Waist	Adjust-a-band Waist	Back Elastic Waist	Full Elastic Waist	Side Elastic Waist
POINTS OF MEASUREMENTS					
WAIST RELAX	39	39	38	36	38
WAIST EXTENDED	N/A	43	43	45	42
FRONT RISE TO TOP OF 1-1/2" WB	12-3/4	12-3/4	12-3/4	12-3/4	12-3/4
BACK RISE TO TOP OF 1-1/2" WB	18-1/4	18-1/4	18-1/4	18-1/4	18-1/4
LOW SEAT 3" up from crotch - flat front	49	49	49	49	49
LOW SEAT 3" up from crotch - pleated front	50	50			
THIGH AT CROTCH	31	31	31	31	31
LEG OPENING	19	19	19	19	19
INSEAM - Regular	30	30	30	30	30

BLAIR MEN'S WOVEN AND KNIT SHIRTS



	WOVEN TAILORED SHIRT	WOVEN CAMP SHIRT	KNIT POLO SHIRT	KNIT TEE
FRONT NECK DROP <small>to seam</small>	4	4	4	4-3/4
FRONT NECK DROP TO 1ST BTM		8		
NECK WIDTH <small>to seam to seam</small>	7-1/2	7	7-1/2	8-1/2
BACK NECK DROP <small>to seam</small>	1	1	1	1-1/2
ACROSS SHOULDER	21	21	20	21
CHEST AT ARMHOLE	50	50	48	48
ARMHOLE	23-1/2	23	23	22
MUSCLE 1" BELOW ARMHOLE	21		20 (Long Sleeve)	19 (Long Sleeve)
SLEEVE LENGTH - long	25		25	24
SLEEVE OPENING LONG (with cuff)	10		8	8
SLEEVE OPENING LONG (without cuff)				10
SLEEVE LENGTH - short	10-1/2	10-1/2	11	10
SLEEVE OPENING SHORT	17	17	16 W/O rib cuff; 14-1/2 W 1" rib cuff	15
SWEEP (at top of vent/shirttail if applicable)	50	50	48	
SWEEP (Banded Bottom)			35 (Relaxed)	
BACK BODY LENGTH FROM HPS	33	31	31	31
BACK BODY LENGTH FROM HPS w/banded bottom			28	
COLLAR BAND HEIGHT at CBN	1-1/4			
COLLAR HEIGHT at CBN	1-7/8	3	3	
COLLAR POINT LENGTH	2-5/8		2-3/4	
COLLAR POINT SPREAD	3-1/2			
IF APPLICABLE:				
Back Yoke Height from CBN	5	5		
Tap Pocket Placement from HPS	9-1/2	9-1/2	9-1/2	9-1/2
Tap Pocket Placement from CF	2-1/2	2-1/2	2-1/2	2-1/2
Shirttail Height	3			
Vent Height	2-1/2	2-1/2	2-1/2	
Placket Length			6	
Placket Width			1-1/2	
Neckline Rib Height				3/4
Cuff Height	2-1/2		1	2-1/2
Minimum Neck Stretch				24

Appendix #5 Block Patterns and .dxf Files



Body Blocks with
Coding Final Version.>

BASIC NUDE BODY MEASUREMENTS SIZE MEDIUM



Measurements	SIZE 12/M
Bust	39
Waist	33
High Hip	38 3/4
Low Hip	41 1/2
Across Shoulder	15 3/4
CB NK to wrist	30 3/4
Bicep	12 1/2
Thigh	22 3/4
CB Neck to waist	16 1/8
Waist to floor height	40 5/8
Inseam	30
Total Height	65 1/2

Bust-Waist Differential	6
Low Hip-Waist Differential	8 1/2
Crotch depth	10 5/8

****NOTE FOR BLAIR MEDIUM IS SIZE 14

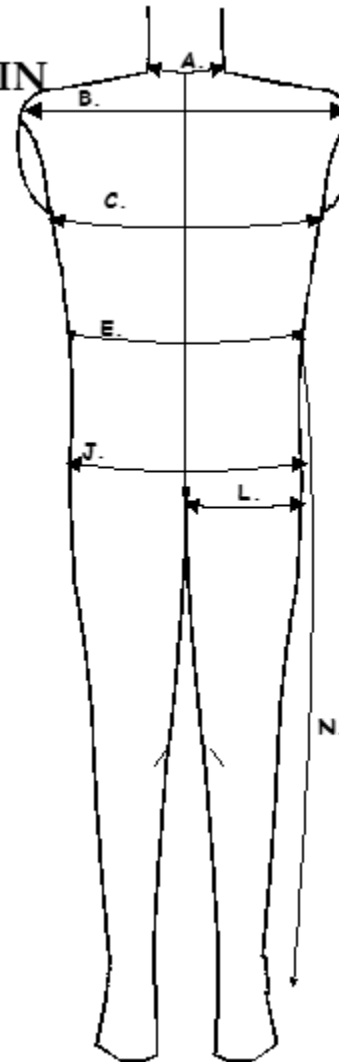
Appendix #7 Men's Sample Size Nude Body Measurements

THE BLAIR MEN'S SIZE LARGE MANNEQUIN

- A. Neck Circumference = 17"**
- B. Across Back Shoulders = 18 3/8"**
- C. Chest = 44"**
- E. Waist = 38"**
- J. Seat: 3" up from Crotch = 44"**
- L. Thigh = 26 1/2"**
- N. Outseam to floor = 43 3/4"**

Other Useful Measurements

- Arm Length from CBN = 34 5/8"**
- Arm Length from Shoulder = 25 1/4"**
- Inseam to Floor = 32 3/4"**
- Muscle = 14 1/4"**
- Wrist = 8 1/4"**






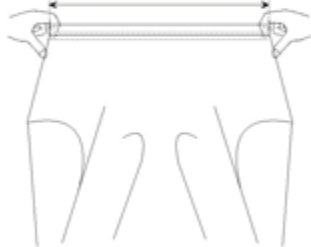
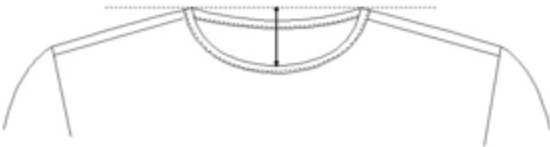

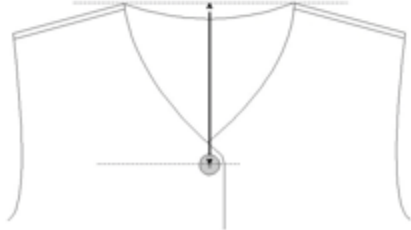





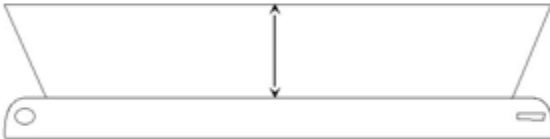





Appendix #8 How to Measure




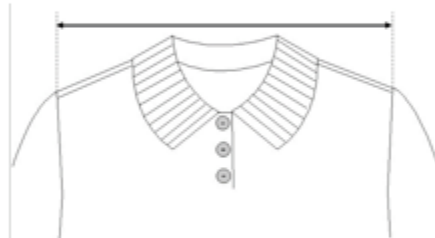
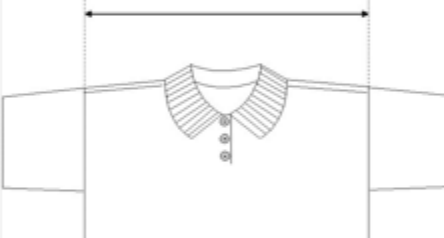
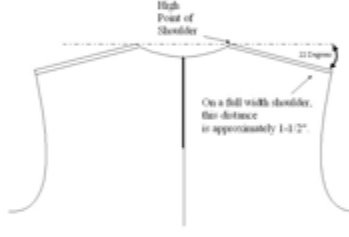
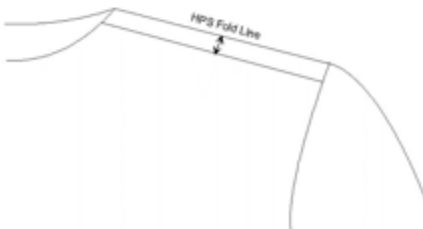
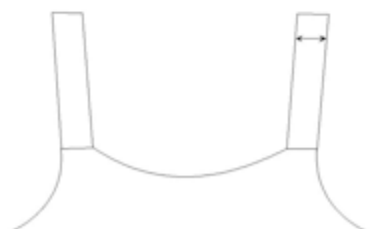

This Bluestem “How to Measure “manual has been developed to ensure consistency in measuring techniques. All methods of measure are provided in both text and illustrated form. Each area of measure is coded to match the numbering system used on both the Fit Approval Forms and Measurement Specification Worksheets. This manual is not all-inclusive. If there is a point of measure that you need specifically for your garment, add it to the Fit Approval Form when submitting the fit sample. The corresponding grade point and code will then be added to the Measurement Specification Worksheet for that individual style.


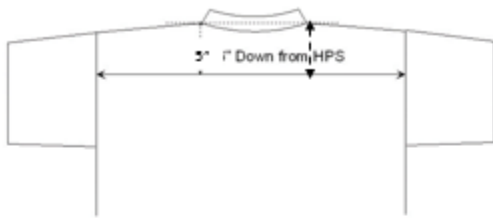

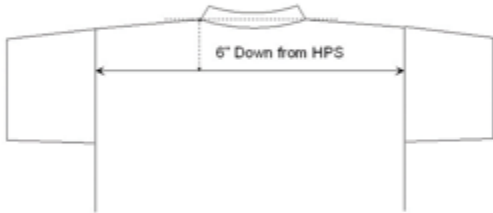
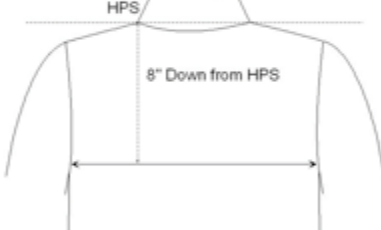
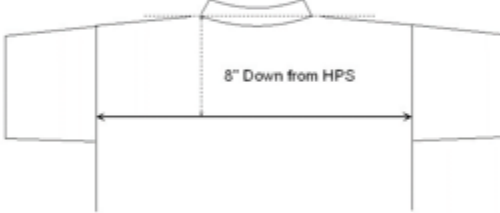



Basic Procedures for Measuring


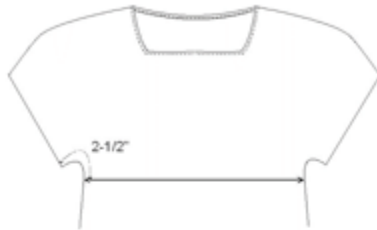

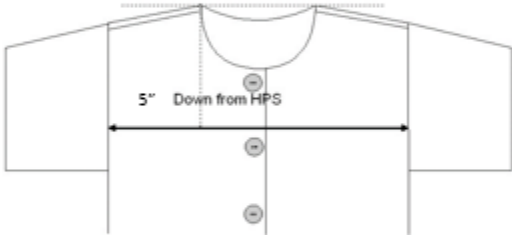
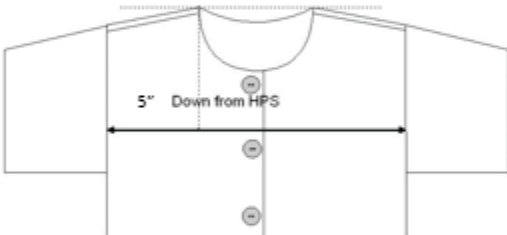
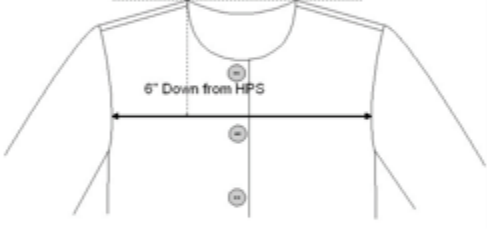
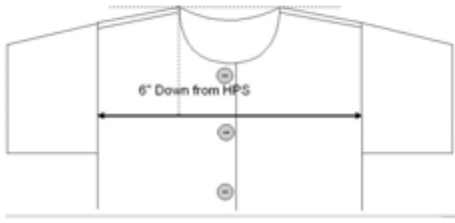
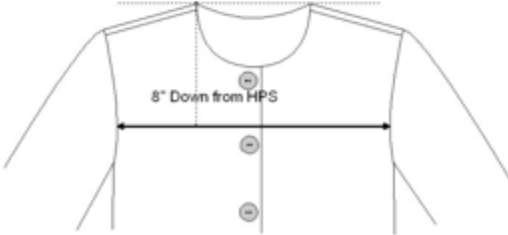
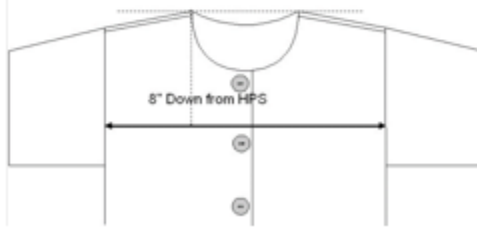
- Do not stretch the fabric. Pat the garment flat on the table. The garment is to be relaxed.
- Normal tension to remove fullness or wrinkles should be applied to the garment.
- Follow the measuring guidelines for each point of measure exactly.
- Don't run your hand between the tape and the fabric, or pull the fabric as you measure.
- When measuring on a curve such as an armhole or pant rise, stand the measuring tape on edge along the seam; or walk the tape flat along the curve.
- Bust gathers should not be fully extended in cases where the back of the garment is not gathered. If both the front and the back of the garment are gathered, then the bust should be measured extended.
- For pants, shorts, and skirts that have pleats/gathers at the waist, the pleats should be fully extended when measuring the hipline.
- Accordion or knife pleated shirts should be measured with the pleats laid flat in all areas except the sweep. Measure the sweep fully extended for these styles.
- Both neck stretch and waist extended measurements are minimums. If the garment meets or exceeds the measurement specification, it is correct.









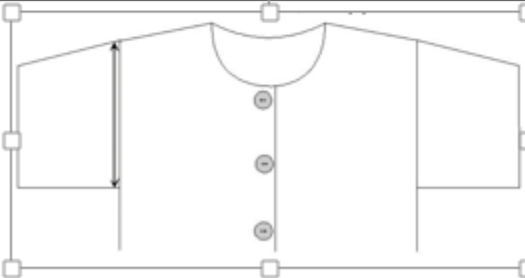
<p>105 Neck Opening Circ top edge relaxed</p>	<p>110 Neck Opening Circ zipper to zipper</p>	<p>120 Neck Opening Circ button to button hole</p>
		
<p>Measure all around the top edge of the collar/binding.</p>	<p>Measure along top edge of collar from edge of zipper to edge of zipper.</p>	<p>Measure through center of neck band from center of button to far edge of buttonhole.</p>
<p>125 Neck Width seam to seam</p>	<p>130 Neck Width inside edge to edge</p>	<p>135 Minimum Neck Stretch</p>
		
<p>Measure from neck seam to neck seam at HPS.</p>	<p>Measure straight across from inside neck edge to inside neck edge at HPS</p>	<p>Twice the measurement with neckline seam and collar edge fully extended. This number is a minimum and must meet or exceed the specification.</p>
<p>140 Front Neck Drop Imag Line to Edge</p>	<p>142 Front Neck Drop Imag Line to Seam</p>	<p>145 Front Neck Drop Imag Line to center 1st button</p>
		
<p>Measure at center front down from imaginary line at HPS to top of front neck opening.</p>	<p>Measure at center front from imaginary line across HPS to neckline seam.</p>	<p>Measure at center front from imaginary line at HPS to center of first button.</p>










<p>146 Front Neck Drop Imag Line to Waist Btn</p>	<p>150 Back Neck Drop Imag Line to Edge</p>	<p>152 Back Neck Drop Imag Line to Seam</p>
		
<p>Measure at center front from imaginary line at HPS to center of button at waist.</p>	<p>Measure at center back from imaginary line across HPS to top of back neck edge.</p>	<p>Measure at center back from imaginary line across HPS to seam.</p>
<p>155 Collar Height at CBN</p>	<p>160 Collar Stand Height at CBN</p>	<p>165 Neck Binding/Rib Height</p>
		
<p>Measure from top edge of collar to neck band seam or neckline seam.</p>	<p>Measure straight from top of neck band to neckline seam.</p>	<p>Measure from top edge of binding/rib to neckline seam at center front.</p>
<p>170 Collar Length at top edge</p>	<p>180 Collar Point Length</p>	<p>182 Collar Notch Length</p>
		
<p>Measure along collar edge from point to point.</p>	<p>Measure straight from neck seam to collar point.</p>	<p>Measure from inside point to edge of notch.</p>



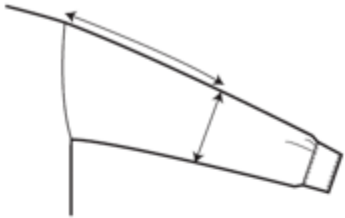
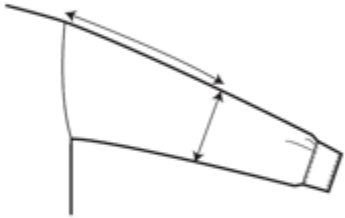


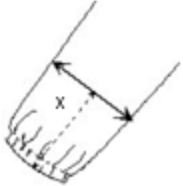
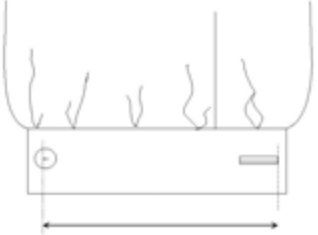

<p>185 Collar Spread</p>	<p>190 Hood Height at CF</p>	<p>195 Hood Width at widest</p>
		
<p>With garment flat on table measure straight from collar point to collar point.</p>	<p>Measure along front edge opening from neck seam to top of hood.</p>	<p>Measure straight across widest point from edge to edge</p>
<p>200 Across Shoulder set in sleeve</p>	<p>205 Across Shoulder dropped sleeve</p>	<p>210 Shoulder Slope-Maintain Angle by Grading</p>
		 <p>High Point of Shoulder 22 Degree On a full width shoulder, the distance is approximately 1-1 1/2"</p>
<p>Measure straight across garment at highest point of armhole.</p>	<p>Measure straight across garment at highest point of armhole.</p>	<p>From imaginary line of HPS, measure down to armhole seam.</p>
<p>215 Forward Shoulder Height to seam</p>	<p>220 Shoulder Strap Width</p>	<p>225 Shoulder Strap Length</p>
		
<p>With underarm seams aligned, measure from back shoulder fold forward to seam.</p>	<p>Measure straight from inside to outside edge.</p>	<p>Measure strap length from seam to seam at center of strap.</p>




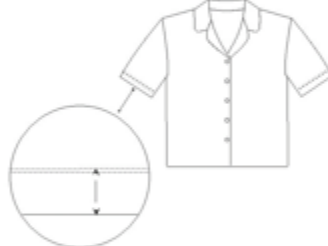
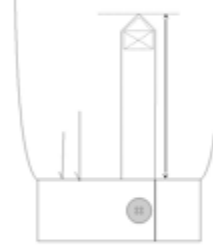
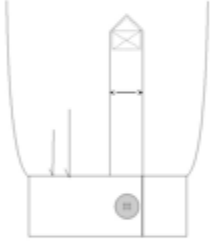
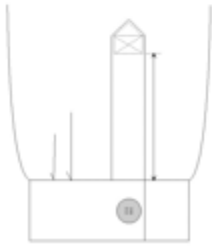


<p>235 Across back 5" HPS set in sleeve</p>	<p>236 Across back 5" HPS Dropped</p>	<p>237 Across back 6" HPS set in sleeve</p>
		
<p>Measure straight across back from armhole seam to armhole seam 5" below HPS</p>	<p>Measure straight across back from armhole seam to armhole seam 5" below HPS.</p>	<p>Measure straight across back from armhole seam to armhole seam 6" below HPS</p>
<p>238 Across back 6" HPS Dropped</p>	<p>240 Across Back 8" HPS set in sleeve</p>	<p>245 Across Back 8" HPS dropped</p>
		
<p>Measure straight across back from armhole seam to armhole seam 6" below HPS.</p>	<p>Measure straight across back from armhole seam to armhole seam 8" below HPS</p>	<p>Measure straight across back from armhole seam to armhole seam 8" below HPS.</p>
<p>250 Yoke Height at CBN</p>	<p>251 Yoke Height at CFN</p>	<p>255 Bust (Chest)" BAH</p>
		
<p>Measure straight from center back neck seam or neck edge to center back yoke seam.</p>	<p>Measure straight from center back neck seam or neck edge to center back yoke seam.</p>	<p>At 1" below armhole seam, twice the measurement from edge to edge.</p>

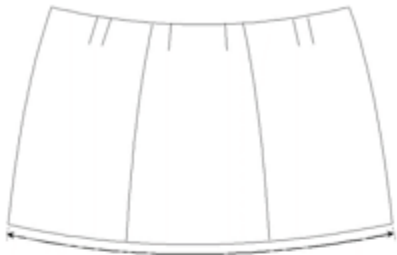






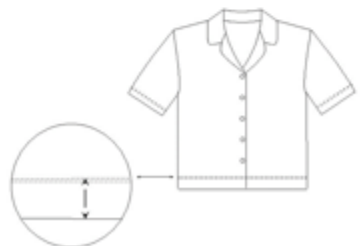

<p>256 Bust /Chest 1" BAH - 1/2 Measurement</p>	<p>260 Bust /Chest 2-1/2" BAH</p>	<p>261 Bust /Chest 2-1/2" BAH - 1/2 Measurement</p>
 <p>At 1" below armhole seam, the measurement from edge to edge.</p>	 <p>At 2 1/2" below armhole seam, twice the measurement from edge to edge.</p>	 <p>At 2 1/2" below armhole seam, the measurement from edge to edge.</p>
<p>264 Across front 5" from HPS set in sleeve</p>	<p>265 Across front 5" HPS Dropped</p>	<p>266 Across front 6" HPS set in sleeve</p>
 <p>Measure straight across front from armhole seam to armhole seam 5" down from HPS.</p>	 <p>Measure straight across front from armhole seam to armhole seam 5" down from HPS.</p>	 <p>Measure straight across front from armhole seam to armhole seam 6" down from HPS.</p>
<p>267 Across front 6" HPS dropped</p>	<p>268 High Chest 8" HPS set in sleeve</p>	<p>269 High Chest 8" HPS dropped</p>
 <p>Measure straight across front from armhole seam to armhole seam 6" down from HPS.</p>	 <p>Measure straight across front from armhole seam to armhole seam 8" down from HPS.</p>	 <p>Measure straight across front from armhole seam to armhole seam 8" down from HPS.</p>

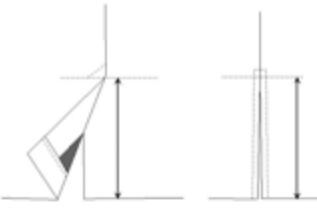
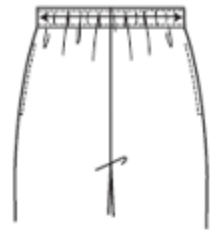
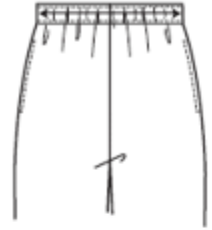
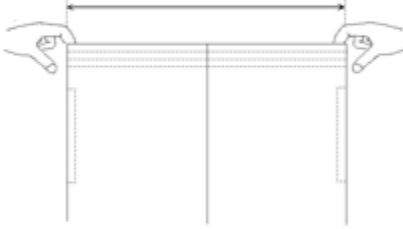

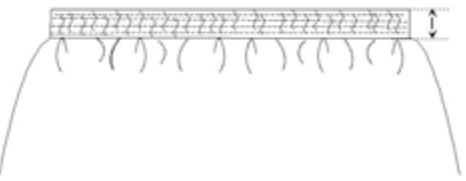



<p>270 Across Front 13" down from HPS</p>	<p>275 Placket Length</p>	<p>280 Placket Width</p>
 <p>Measure across front 13" down from HPS seam to seam</p>	 <p>Measure placket length from neck seam to bottom stitch or seam.</p>	 <p>Measure placket width from edge to edge.</p>
<p>285 Bib Height top edge to seam</p>	<p>290 Bib Width top edge</p>	<p>295 Bib Width at seam</p>
 <p>Measure height of of bib at center front from top edge to waist seam.</p>	 <p>Measure along top edge of bib from side edge to side edge.</p>	 <p>Measure along waist seam from bib edge to bib edge.</p>
<p>300 Armhole on seam circ</p>	<p>301 Armhole on seam circ - 1/2 Measurement</p>	<p>302 Armhole Straight, dropped sleeve</p>
 <p>Line up armhole seam front and back. With sleeves, twice the measurement of the armhole seam. Sleeveless with binding or ribbing twice the measurement of the outer edge of armhole.</p>	 <p>Line up armhole seam front and back. With sleeves, the measurement of the armhole seam. Sleeveless with binding or ribbing twice the measurement of the outer edge of armhole.</p>	 <p>Line up armhole seam front and back. With sleeves, the measurement of the armhole seam. Sleeveless with binding or ribbing twice the measurement of the outer edge of armhole.</p>



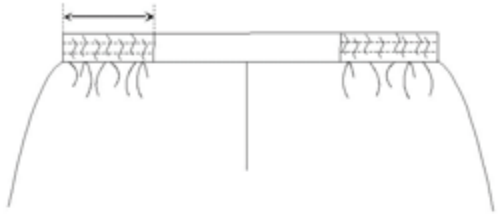
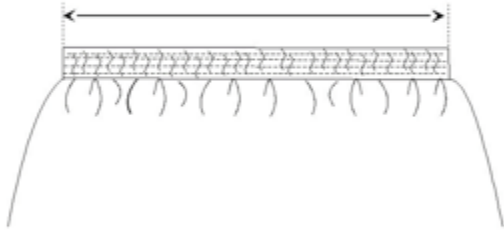
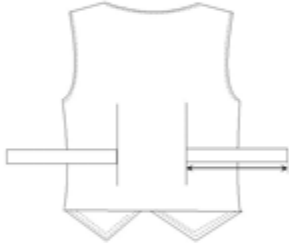
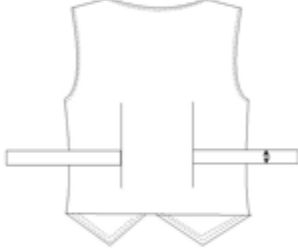
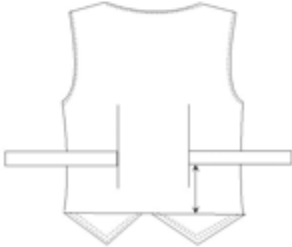
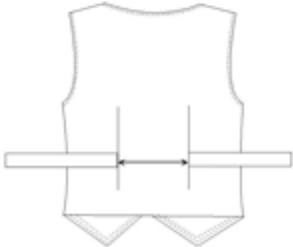
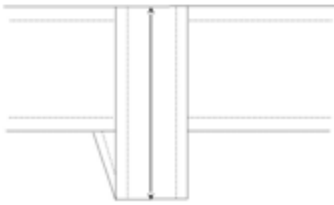
<p>303 Armhole Straight dropped sleeve - 1/2 Measurement</p>	<p>304 Armhole Raglan FT</p>	<p>305 Armhole Raglan BK</p>
 <p>Line up armhole seam front and back. With sleeves, twice the measurement of the armhole seam. Sleeveless with binding or ribbing twice the measurement of the outer edge of armhole.</p>	 <p>Measure from front neckline seam to underarm seam following the contour of the raglan.</p>	 <p>Measure from back neckline seam to underarm seam following the contour of the raglan.</p>
<p>310 Muscle 1" BAH</p>	<p>311 Muscle 1" BAH - 1/2 Measurement</p>	<p>315 Sleeve Opening Short</p>
 <p>Twice the measurement 1" down from the armhole seam across the sleeve and perpendicular to the sleeve fold.</p>	 <p>The measurement 1" down from the armhole seam across the sleeve perpendicular to sleeve fold.</p>	 <p>Twice the measurement straight across opening from edge to edge.</p>
<p>316 Sleeve Opening Short - 1/2 Measurement</p>	<p>320 Sleeve Opening 3/4</p>	<p>321 Sleeve Opening 3/4 - 1/2 Measurement</p>
 <p>The measurement straight across opening from edge to edge.</p>	 <p>Twice the measurement straight across opening from edge to edge.</p>	 <p>The measurement straight across opening from edge to edge.</p>

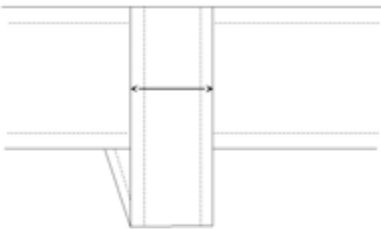

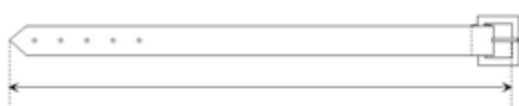

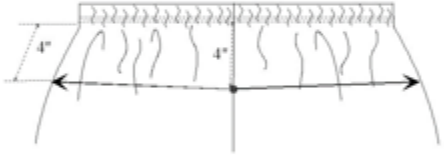
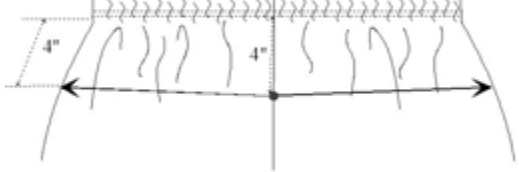
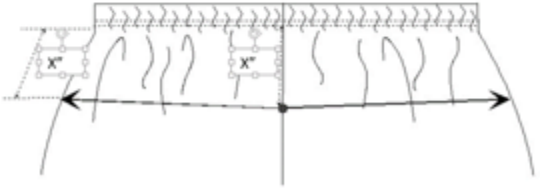
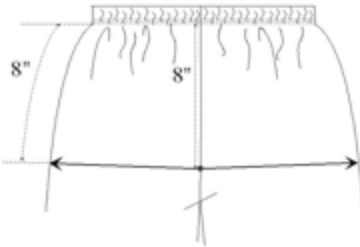
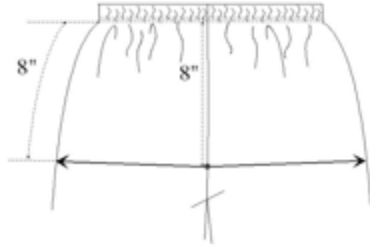
<p>325 Sleeve Opening Long</p>	<p>326 Sleeve Opening Long - 1/2 Measurement</p>	<p>330 Elbow</p>
 <p>Twice the measurement straight across opening from edge to edge.</p>	 <p>The measurement straight across opening from edge to edge.</p>	 <p>Twice the measurement edge to edge half way up from sleeve opening perpendicular to fold.</p>
<p>331 Elbow - 1/2 Measurement</p>	<p>335 Forearm</p>	<p>336 Forearm - 1/2 Measurement</p>
 <p>The measurement edge to edge half way up from sleeve opening perpendicular to fold.</p>	 <p>Twice the measurement edge to edge, X" up from sleeve opening perpendicular to fold.</p>	 <p>The measurement edge to edge, 8" up from sleeve opening perpendicular to fold.</p>
<p>340 Forearm Plcmt from Sleeve Opening</p>	<p>345 Sleeve Opening button to buttonhole</p>	<p>350 Sleeve Length from CBN</p>
 <p>The number of inches up the sleeve from the hemline or bottom edge of cuff.</p>	 <p>Measure straight from center of button to furthest tip of buttonhole.</p>	 <p>From center back neck, measure across shoulder, pivot and continue measuring down to the bottom of sleeve including cuff.</p>

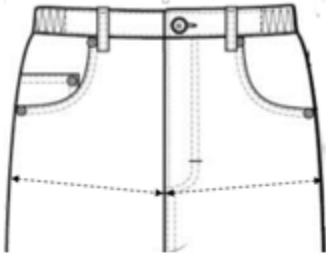
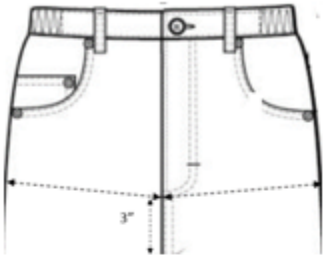
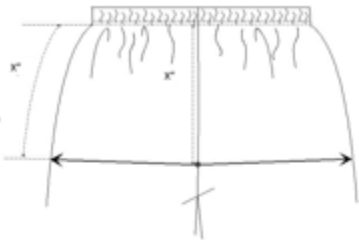
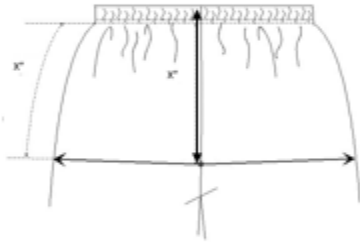

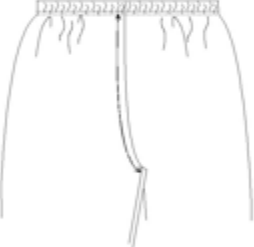



<p>355 Sleeve Length from shoulder set in</p>	<p>360 Sleeve Length dropped</p>	<p>365 Cuff Height</p>
 <p>Measure from top of armhole to bottom of sleeve including any cuff.</p>	 <p>Measure from top of armhole to bottom of sleeve including any cuff.</p>	 <p>Measure from seam to cuff edge.</p>
<p>370 Sleeve Hem Height</p>	<p>375 Sleeve Placket Length</p>	<p>380 Sleeve Placket Width</p>
 <p>Measure from bottom of sleeve to hem stitching.</p>	 <p>Measure from top of placket to cuff seam.</p>	 <p>Measure placket width from edge to edge.</p>
<p>385 Sleeve Placket Opening</p>	<p>400 Sweep</p>	<p>401 Sweep - 1/2 Measurement</p>
 <p>Measure from stitch on sleeve placket to cuff seam.</p>	 <p>With garment closed, twice the measurement straight across at bottom.</p>	 <p>With garment closed, the measurement straight across at bottom.</p>


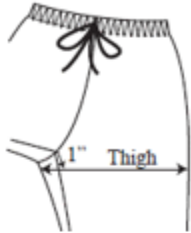

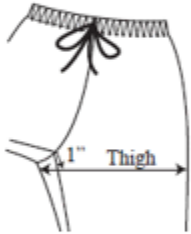





<p>405 Sweep Open</p>  <p>With garment open, measure along sweep from front edge to front edge.</p>	<p>410 Sweep top of vents/shirttail</p>  <p>With garment closed, twice the measurement at the top of vents/shirttail from edge to edge.</p>	<p>411 Sweep top of vents/shirttail - 1/2 Measurement</p>  <p>With garment closed, the measurement at the top edge of vents/shirttail from edge to edge.</p>
<p>415 Sweep along curve at hem</p>  <p>Twice the measurement along the curve of sweep from edge to edge.</p>	<p>416 Sweep along curve at hem - 1/2 Measurement</p>  <p>The measurement along the curve of sweep from edge to edge.</p>	<p>420 Sweep at seam</p>  <p>With garment closed, twice the measurement along seam from edge to edge.</p>
<p>421 Sweep at seam - 1/2 Measurement</p>  <p>With garment closed, the measurement along seam from edge to edge.</p>	<p>430 Bottom Hem Height</p>  <p>Measure from bottom of garment to hem stitching.</p>	<p>435 Vent Height at sideseam</p>  <p>Measure from top of vent opening to bottom hem edge.</p>










<p>437 Back Kick Pleat/Vent Height</p>  <p>Kick Pleat Vent</p> <p>Measure from top of opening to bottom hem edge.</p>	<p>440 Waist Relaxed</p>  <p>Twice the measurement from edge to edge at center of waistband.</p>	<p>441 Waist Relaxed - 1/2 Measurement</p>  <p>The measurement from edge to edge at center of waistband.</p>
<p>445 Waist Extended (minimum)</p>  <p>Twice the measurement with elastic extended as far as fabric will allow without over extending from edge to edge.</p>	<p>446 Waist Extended (minimum) - 1/2 Measurement</p>  <p>The measurement with the elastic extended as far as fabric will allow without over extending from edge to edge.</p>	<p>450 Waistband Height</p>  <p>From top edge to waistband seam or bottom of elastic.</p>
<p>455 Waist Relaxed at seam</p>  <p>Twice the measurement from edge to edge at waist seam.</p>	<p>456 Waist Relaxed at seam - 1/2 Measurement</p>  <p>The measurement from edge to edge at waist seam.</p>	<p>460 Waist Extended at Seam</p>  <p>Twice the measurement with the elastic extended as far as fabric will allow without over extending from edge to edge.</p>


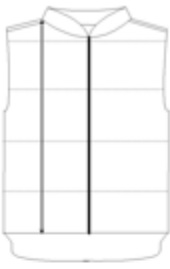







<p>461 Waist Extended at Seam - 1/2 Measurement</p>	<p>465 Waist Placement from HPS</p>	<p>470 Waist Side Elastic Length</p>
 <p>The measurement with the elastic extended as far as fabric will allow without over extending from edge to edge.</p>	 <p>The distance from HPS vertically to the point where the waist measurement will be taken.</p>	 <p>Length of elastic from seam to seam or stitch to stitch at side.</p>
<p>475 Waist Back Elastic Length</p>	<p>480 Back Tie Length</p>	<p>485 Back Tie Width</p>
 <p>Measure length of back elastic from sideseam to sideseam or stitch to stitch at center of waistband.</p>	 <p>Measure length of one tie from seam to edge.</p>	 <p>Measure from top edge to bottom edge of tie.</p>
<p>490 Back Tie Placement from hem</p>	<p>495 Gap between ties</p>	<p>500 Belt Loop Height</p>
 <p>Measure from bottom edge of of tie to bottom of hem.</p>		 <p>Measure from top edge of waistband to bottom fold.</p>



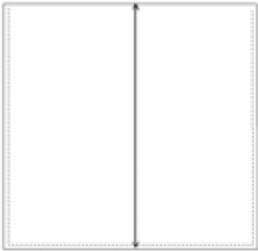
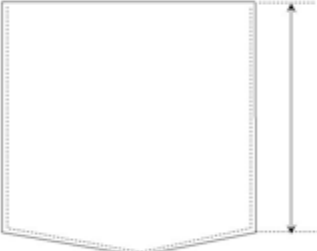
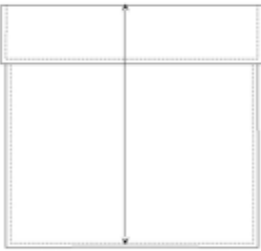


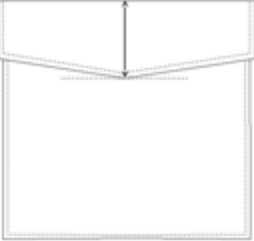
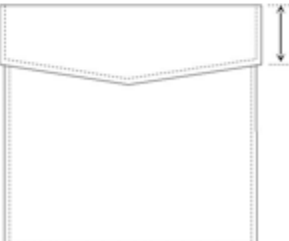
<p>505 Belt Loop Width</p>  <p>Measure width at center from edge to edge.</p>	<p>510 Belt Length to center hole</p>  <p>Measure belt from outside edge of buckle to center of the middle eyelet.</p>	<p>515 Belt Length total</p>  <p>Measure from outside edge of buckle to furthest part of belt end.</p>
<p>522 Drawstring Length</p>  <p>Measure drawstring length from tip to tip relaxed without stretching.</p>	<p>525 High Hip</p>  <p>Twice the 3-point measurement from edge , pivot at center, to edge at the specified high hip placement.</p>	<p>526 High Hip - 1/2 Measurement</p>  <p>The 3-point measurement from edge , pivot at center, to edge at the specified high hip placement.</p>
<p>527 High Hip Placement from BB</p>  <p>The specified measurement from waistband seam or stitching for the 3 point high hip measurement to be taken.</p>	<p>529 Low Hip</p>  <p>Twice the 3-point measurement from edge , pivot at center, to edge at the specified hip placement.</p>	<p>530 Low Hip - 1/2 Measurement</p>  <p>The 3-point measurement from edge , pivot at center, to edge at the specified hip placement.</p>







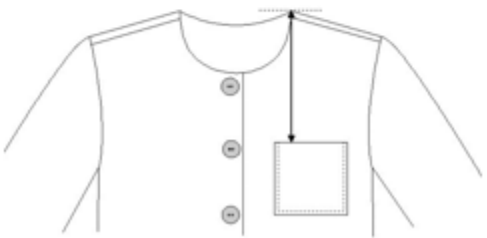
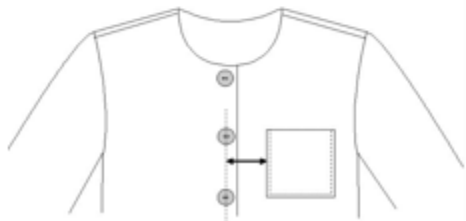

<p>531 Seat at Bottom of Fly - Men's</p>	<p>532 Seat 3" up from Crotch Seam - Men's</p>	<p>533 Low Hip Placement from BB</p>
		
<p>Twice the 3-point measurement from edge, pivot at center, to edge at the specified high hip placement.</p>	<p>Twice the 3-point measurement from edge, pivot at center, to edge at the specified high hip placement.</p>	<p>The specified measurement from waistband seam or stitching for the 3 point hip measurement to be taken.</p>
<p>534 Low Hip Placement from TOB</p>	<p>535 Hip Placement from HPS</p>	<p>540 Front Rise BB</p>
		
<p>The specified measurement from top of waistband for the three point measurement to be taken.</p>	<p>The distance from HPS vertically to the point where the hip measurement will be taken.</p>	<p>Measure from bottom of waistband or stitchline along curve to inseam.</p>
<p>542 Front Rise TOB</p>	<p>545 Back Rise BB</p>	<p>547 Back Rise TOB</p>
		
<p>Measure from top of waistband along curve to inseam.</p>	<p>Measure from bottom of waistband or stitchline along curve to inseam.</p>	<p>Measure from top of waistband along curve to inseam.</p>

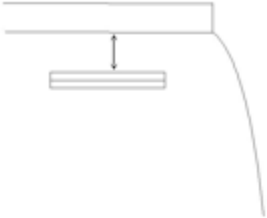
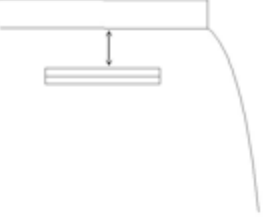
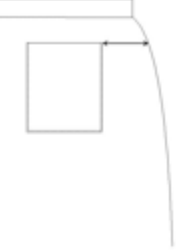
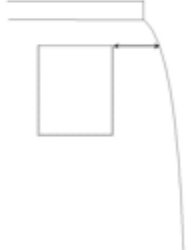
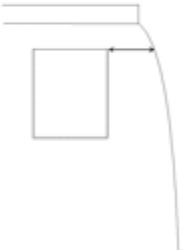
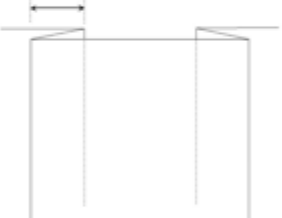

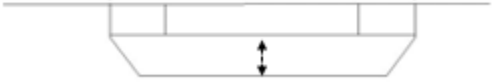
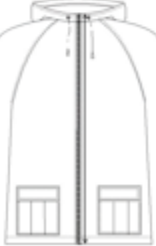
<p>550 Thigh at Crotch</p>	<p>551 Thigh 1" below Crotch</p>	<p>552 Thigh at Crotch - 1/2 Measurement</p>
 <p>Twice the measurement at the intersection of the rise and inseam from edge to edge.</p>	 <p>Twice the measurement at 1" below crotch from edge to edge.</p>	 <p>The measurement at the intersection of the rise and inseam from edge to edge.</p>
<p>553 Thigh 1" below Crotch - 1/2 Measurement</p>	<p>555 Knee</p>	<p>556 Knee - 1/2 Measurement</p>
 <p>The measurement at 1" below crotch from edge to edge.</p>	 <p>Twice the measurement at the specified point below the crotch seam where the knee is to be measured.</p>	 <p>The measurement at the specified point below the crotch seam where the knee is to be measured.</p>
<p>557 Knee Placement from Crotch</p>	<p>560 Leg Opening Pant</p>	<p>561 Leg Opening Pant - 1/2 Measurement</p>
 <p>The specified point below the crotch where knee is to be measured.</p>	 <p>Twice the measurement from edge to edge at bottom of pant opening.</p>	 <p>The measurement from edge to edge at bottom of pant opening.</p>


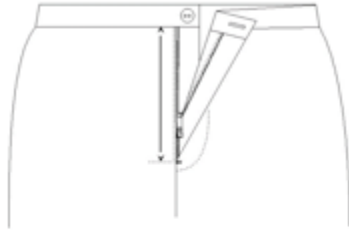



<p>565 Leg Opening Pedal Pusher</p>	<p>566 Leg Opening Pedal Pusher - $\frac{1}{2}$ Measurement</p>	<p>570 Leg Opening Short</p>
 <p>Twice the measurement from edge to edge at bottom of opening.</p>	 <p>The measurement from edge to edge at bottom opening.</p>	 <p>Twice the measurement from edge to edge at bottom opening.</p>
<p>571 Leg Opening Short- $\frac{1}{2}$ Measurement</p>	<p>575 Leg Opening Split Skirt</p>	<p>576 Leg Opening Split Skirt - $\frac{1}{2}$ Measurement</p>
 <p>The measurement from edge to edge at bottom opening.</p>	 <p>Twice the measurement from edge to edge at bottom opening.</p>	 <p>The measurement from edge to edge at bottom opening.</p>
<p>600 Back Body Length from HPS</p>	<p>601 Back Body Length from HPS- Dress</p>	<p>605 Back Body Length from CBN</p>
 <p>Measure from HPS to bottom edge of garment.</p>	 <p>Measure from CBN to bottom edge of garment.</p>	 <p>Measure from CBN to bottom edge of garment.</p>

<p>606 Back Body Length from CBN Dress</p>	<p>610 Front Bodice Length from HPS</p>	<p>615 Front Length HPS to bottom V</p>
 <p>Measure from CBN to bottom edge of garment.</p>	 <p>Measure from HPS to bottom edge to bottom of "V".</p>	 <p>Measure to V at bottom edge of garment.</p>
<p>620 Front Bodice Length HPS to waist</p>	<p>625 Front Bodice Length HPS to empire waist</p>	<p>630 Inseam</p>
 <p>Measure HPS to waistline seam.</p>	 <p>Measure HPS to waistline seam.</p>	 <p>Measure from crotch seam to bottom of fold.</p>
<p>635 Inseam Stirrup to Imaginary Line</p>	<p>640 Inseam Stirrup to Bottom Fold</p>	<p>645 Inseam Stirrup to Bottom including Elastic</p>
 <p>Measure from crotch seam to imaginary line drawn from top of front arc to top of back arc.</p>	 <p>Measure from crotch seam to bottom of fold.</p>	 <p>Measure from crotch to bottom of folded elastic.</p>

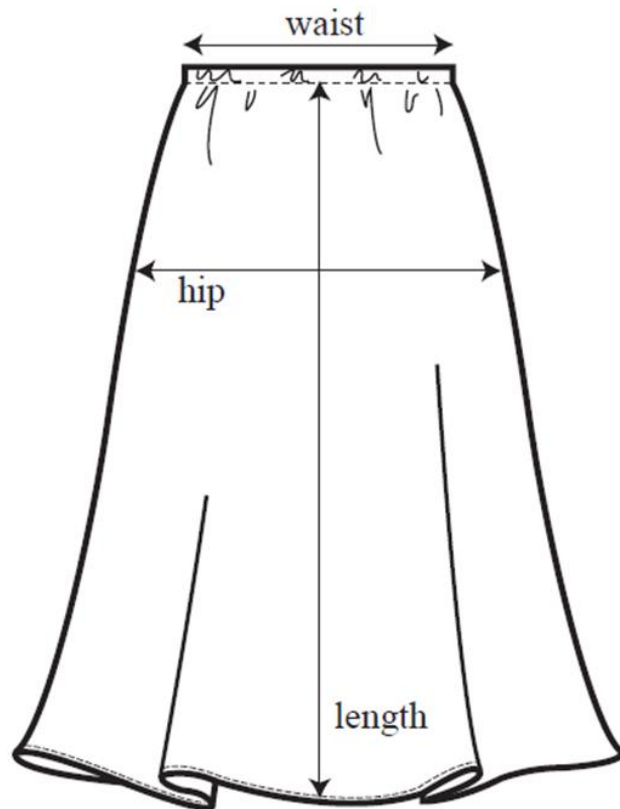
<p>650 Skirt Length BB</p>	<p>655 Sideseam Pocket Opening</p>	<p>660 Pocket Height at center</p>
 <p>Measure from below waistband to bottom edge of skirt.</p>	 <p>Measure from top of opening to bottom of opening.</p>	 <p>Measure from top of pocket edge to bottom of pocket edge.</p>
<p>665 Pocket Height at side</p>	<p>670 Pocket Height with flap</p>	<p>675 Pocket Width at top edge</p>
 <p>Measure from top edge to bottom of pocket edge at side.</p>	 <p>Measure from top of flap to bottom of pocket.</p>	 <p>Measure from edge to edge at top of pocket.</p>
<p>680 Pocket Width at bottom</p>	<p>685 Pocket Flap Height at center</p>	<p>690 Pocket Flap Height at side</p>
 <p>Measure from edge to edge at bottom of pocket.</p>	 <p>Measure flap at center from top edge to bottom edge.</p>	 <p>Measure flap at side from top edge to bottom edge.</p>

<p>695 Pocket Flap Width at top edge</p>	<p>700 Pocket Flap Width at bottom edge</p>	<p>705 Pocket Bag Height</p>
 <p>Measure width at top edge of pocket flap from side to side.</p>	 <p>Measure width at bottom edge of pocket flap from side to side.</p>	 <p>On inside of garment, measure from bottom of waistband to bottom seamline of pocket bag.</p>
<p>710 Pocket Bag Width at widest</p>	<p>715 Pocket Opening along waistband seam</p>	<p>720 Back Pocket Opening</p>
 <p>On inside of garment at widest point of pocket bag measure from seamline to seamline.</p>	 <p>Measure along waistband seam from sideseam to pocket opening at edge.</p>	 <p>Measure length of opening.</p>
<p>725 Top Pocket Placement vert from HPS</p>	<p>730 Top Pocket Placement horiz from CF</p>	<p>735 Pocket Placement from bottom edge</p>
 <p>Measure from HPS to top edge of pocket.</p>	 <p>Measure from center front of garment to closest edge of pocket.</p>	 <p>Measure from bottom edge of pocket to bottom edge of garment.</p>

<p>740 Front Pocket Placement vert from WB seam - Men's</p>  <p>Measure from waistband seamline to top edge of pocket.</p>	<p>741 Back Pocket Placement vert from WB Seam - Men's</p>  <p>Measure from waistband seamline to top edge of pocket.</p>	<p>745 Front Pocket Placement horiz from SS - Men's</p>  <p>Measure from sideseam to top corner of pocket.</p>
<p>745 Front Pocket Placement horiz from SS - Men's</p>  <p>Measure from sideseam to top corner of pocket.</p>	<p>746 Back Pocket Placement horiz from SS - Men's</p>  <p>Measure from sideseam to top corner of pocket.</p>	<p>750 Pleat Depth</p>  <p>Measure from inside fold to outside fold.</p>
<p>755 Locker Loop Length</p>  <p>Measure length from outside edge of loop to outside edge of loop.</p>	<p>756 Locker Loop Width</p>  <p>Measure width from edge of loop to edge of loop.</p>	<p>775 Zipper Length front opening tops</p>  <p>Measure from top zipper stop to bottom zipper stop.</p>

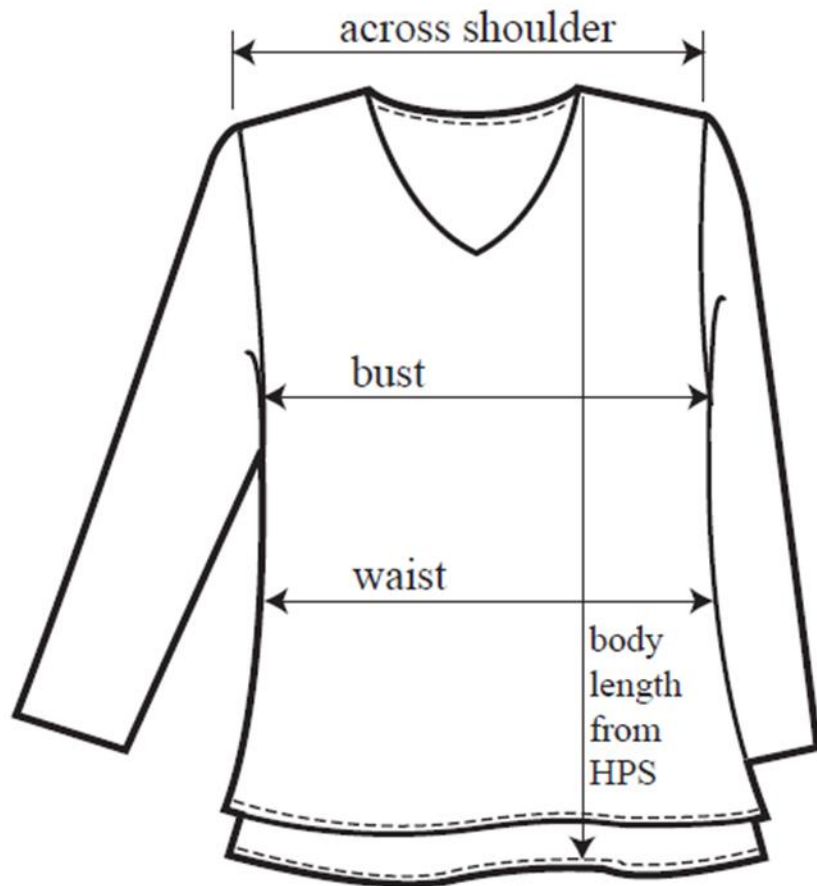
<p>776 Zipper Length Front opening tops - 1/4 Zip</p>	<p>780 Zipper Length pants/skirts</p>	<p>782 Front Arc Height - Stirrup</p>
 <p>Measure from top zipper stop to bottom zipper stop.</p>	 <p>Measure from top zipper stop to bottom zipper stop or bottom of opening.</p>	 <p>Measure from top of front arc to bottom fold.</p>
<p>785 Back Arc Height - Stirrup</p>	<p>790 Stirrup Elastic Length</p>	
 <p>Measure from top of front arc to bottom fold.</p>	 <p>Measure length of stirrup elastic from seam to seam.</p>	

HOW TO MEASURE BIAS GARMENTS



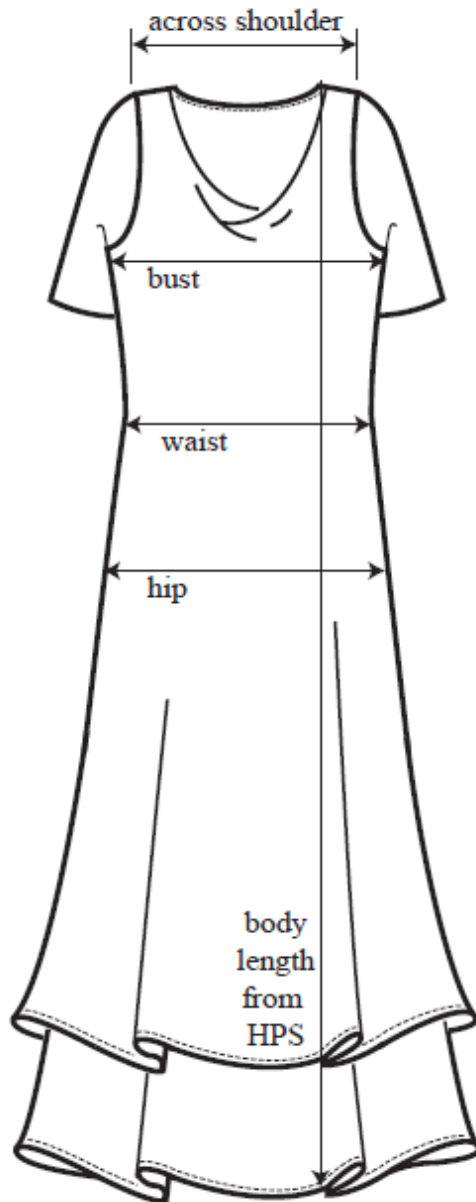
SKIRTS:

- Step 1 - Lay skirt flat on table, straighten warp & weft grains (on the diagonal) as best as possible.
- Step 2 - Pull out Hip level on skirt ensuring fabric lays flat on table & does not distort or ripple.
*** DO NOT re-adjust skirt*** Ensure skirt remains in this position until length measurement is recorded.
- Step 3 - Measure length (below waistband), or as specified.
- Step 4 - Garment can now be moved so that the hem circumference can be measured



TOPS:

- Step 1 - Lay top flat on table, straighten warp & weft grains (on the diagonal) as best as possible.
- Step 2 - Pull out Bust & Waist levels on top ensuring fabric lays flat on table & does not distort or ripple. *** DO NOT re-adjust top *** Ensure top remains in this position until body length, shoulder, & neck measurements are recorded.
- Step 3 - Measure HPS Body length.
- Step 4 - Measure across shoulder width
- Step 5 - Measure neck width, front neck drop, & back neck drop (as specified).
- Step 6 - Garment can now be moved so that the hem circumference, sleeves, & armhole can be measured.



DRESSES:

- Step 1 - Lay Dress flat on table, straighten warp & weft grains (on the diagonal) as best as possible.
- Step 2 - Pull out Bust, Waist, & Hip levels on dress ensuring fabric lays flat on table & does not distort or ripple.
*** DO NOT re-adjust dress *** Ensure dress remains in this position until body length, shoulder, & neck measurements are recorded.
- Step 3 - Measure HPS Body length.
- Step 4 - Measure across shoulder width.
- Step 5 - Measure neck width, front neck drop, & back neck drop (as specified).
- Step 6 - Garment can now be moved so that the hem circumference, sleeves, & armhole can be measured.

Appendix #9 Repeat Approval Form

**REPEAT STYLE FORM
FOR BLAIR STYLES**

Vendor:

Date:

New Product Code and PCN:

New Product Description:

New Product Size Range:

**For above style we plan to repeat pattern and specs from:
(Old Product Code and PCN)**

COMMENTS:

Product Testing Program: Softlines (Apparel, Shoes, Jewelry, Accessories)

36. Welcome to Bluestem Brand's ("Bluestem") Product Testing Program: Softlines

- Bluestem has created a Product Testing Program for all Bluestem Suppliers.
- Each Bluestem brand has a Point of Contact (POC) for the Product Testing Program.

37. Definition of a Softline Product

- Apparel worn on the human body (including hats, gloves and scarves).
- Shoes and accessories (including belts, necklaces, bracelets, earrings, handbags, etc.)
- Does not include apparel for pets (see Hardlines manual)
- Does not include home softlines products (including comforters, sheets, blankets, etc.).

38. Types of Suppliers

- Bluestem procures product through a variety of supplier channels. Below is a comprehensive list of how Bluestem defines "Supplier Type". This is an important designation as it dictates the type of testing processes required.
 - National Brand: Nationally recognized by consumers. Examples: Alfred Dunner, Sag Harbor, and Briggs. (® or ™).
 - Drop Ship Product Vendors: Product shipped directly from a vendor's warehouse. Bluestem Inc. does not take possession of this product.
 - Private Label: Product carries one of our Bluestem Brand Logos such as Appleseed's, Blair, and Haband. Bluestem develops or sources the product. This could be a domestically sourced product or an imported product. Bluestem may or may not be the importer of record.
 - Exclusive Product: Product may or may not carry one of our Bluestem Brand Logos. This is a domestically sourced or imported product where we are NOT the importer of record, however, the product is exclusive to our brand (nobody else offers it currently - based on agreements between Bluestem Buyers and Suppliers.) Exclusive product could be a **color** that only Bluestem offers or a **product** that only Bluestem currently offers. The product is exclusive to our brands.
 - Third Party: Product does not carry one of our Bluestem Brand Logos. This is domestically sourced or imported product where we are NOT the importer of record.
- Supplier type will be determined by Bluestem and Bluestem will notify Suppliers accordingly. Supplier Type chart is available in Appendix 1

39. Nominated Test Laboratory

- To ensure continuity and consistency in our Product Testing Program, we have nominated **Consumer Testing Laboratories (CTL)**, for all softline products (including shoes, accessories and jewelry).
 - Package prices have been negotiated.
 - Laboratories are in U.S., Bangladesh, Hong Kong, and India
 - CTL is required to ensure there is a passing test report for every style in their Corporate View (CV) system - a portal for communication between the Laboratory, the Supplier and Bluestem.
 - CV System highlights:
 - ✓ Houses Bluestem Brands test protocols.
 - ✓ Test Request forms (TRF's) are readily available.
 - ✓ Houses all completed test reports and General Certificates of Conformity (GCC).
 - ✓ Provides a GCC when testing is complete if requested by the Supplier.
 - ✓ Direct communication to CTL experts and Bluestem POC's.
- How to work with CTL through CV:
 - Sign up with CTL by logging on to: www.consumertesting.com
 - Register to get your ID and Password.
 - Complete the tutorial to learn how to use CV.
 - Once the Supplier logs into CV to obtain a Test Request Form (TRF), fills out the form and sends with the product to be tested to CTL for testing, the Supplier will be notified by CTL via CV that the product has been received and testing has commenced.
 - When a test is completed, the Supplier will be notified by CTL, through CV, within 1 working day.
 - Within 24 hours of CTL notification, the Bluestem POC will follow up with a communication to the Supplier to define any next steps (if applicable).
- Also nominated is **CRT Compliance Testing Service Co., Ltd** (footwear, accessories and Jewelry testing only).
 - Laboratory located in Zhejiang China
 - Website: www.crt-lab.com.
 - Contact Information:

Tel: +86-579-85559530

E-mail: Compliance@crt-lab.com

40. Types of Tests

Note: Bluestem protocols follow ASTM Industry test methods

- All softline products shipping to Bluestem must demonstrate compliance to State and Federal regulations and standards, including but not limited to, California Proposition 65. Regulatory testing is required for all softline products. There is zero tolerance for non-compliance.
 - Regulatory: Fiber Content, Flammability, Prop 65, Rain Test (Customs classification) that are state and federally regulated...zero deviation is tolerated. Regulatory testing is mandatory.
 - Performance: Bluestem requires compliance to industry standard performance as defined in our protocols/test standard documents stored on the Corporate View System (CVS). Examples include color fastness, shrinkage, etc. Testing is Brand and category specific.
 - Quality: Visual inspection of workmanship, measurement conformance, etc. must be rated as satisfactory to achieve a pass rating on the test report. Testing is Brand and category specific.
 - Advertising Claims Verification: Any product claims advertised in the sales materials or on a tag on the product must be substantiated through testing (i.e.: waterproofing or wrinkle resistant). Claim verification testing is mandatory.
 - HTS Customs Classification Claims: Testing required when claiming a lower duty due to a specific manufacturing characteristic.

41. Product Testing Program for National Brands

- National Brand/Drop Ship:
 - Self- governed by the Supplier with limited oversight by Bluestem.
 - Testing provided by a 3rd party accredited lab of Supplier's choice.
 - Each Supplier should have on file with Bluestem a written and approved testing process that is considered reasonable and customary according to the Consumer Product Safety Commission's (CPSC) Consumer Product Safety Improvement Act (CPSIA). The CPSC Website is www.cpsc.gov.

- All product is to be compliant with state and federal regulatory requirements, with testing done on pre-production samples, using final production materials, or Top of Production samples.
- All suppliers are strongly encouraged to purchase notions and findings from reputable suppliers who follow the same state and federal regulatory requirements.
- All product to meet product claims in advertising and/or on garment tags.
- Packing/Packaging must meet state and federal regulatory & compliance requirements. Supplier must keep on file all test reports or certifications of any packaging materials used in Bluestem products.
- **Suffocation Warning Label Requirements:**
 - A Suffocation Warning Label must be either be printed or attached as a label on all Polybags that satisfy the following conditions:
 - A Polybag that is 1.5 mil or less in thickness
 - The opening of the Polybag is 5 inches wide in diameter or more (measured when flat).
 - The Suffocation Warning Label must have the following language:
“WARNING-TO AVOID DANGER OF SUFFOCATION, KEEP THIS PLASTIC BAG AWAY FROM BABIES AND CHILDREN. DO NOT USE THIS BAG IN CRIBS, BEDS, CARRIAGES OR PLAYPENS. THIS BAG IS NOT A TOY.”
 - Font-Size requirements:

<u>Total Length and Width of Polybag</u>	-	<u>Size of Print</u>
Less than 25 inches		10 point minimum
25 to 39 inches		14 point minimum
40 to 59 inches		18 point minimum
60 inches or more		24 point minimum
 - Where a Polybag has a total length and width of more than 40 inches, the Suffocation Warning Label must be repeated at intervals of 20 inches or less.
- Bluestem Legal and Compliance Department may reach out at any time, for oversight purposes, to confirm compliance. Passing test report(s) must be dated within 1 year of manufacture of Bluestems most recent production and kept on file for 5 years. Suppliers must be able to produce the test report within 24 hours of a request from Bluestem.

42. Prop 65 Requirements for National Brand Vendors Effective August 30th, 2018

- As a National Brand Vendor
 - You are required to perform your own testing

- You must notify Bluestem only if your testing shows a Prop 65 chemical present.
- You must identify to Bluestem the failing chemical so that the appropriate warning message can be used.
- If you inform Bluestem that a warning is needed it is our obligation to provide the warning.
- What Happens When My Prop 65 Test Indicates a Chemical Present
 - The brand may display the appropriate Prop 65 warning.
 - The brand may choose to not ship the goods to California.
 - Note, jewelry must pass for lead and cadmium in California and warning is not allowed.
 - Prop 65 requirements apply to apparel as well as any other products you supply to Bluestem. Note, zippers, buttons, rhinestones, grommets or other embellishments are subject to Prop 65.

43. Product Testing Program for Private Label/Exclusive/Third Party: Administered through CTL’s CV system and governed by Bluestem POC.

- Testing must be conducted on Pre-Production or Top of Production samples made from final production materials.
- Prior to the submittal of the test sample, the Supplier must receive approval of their Technical Design Package (“tech pack”) generated either by the Supplier or by the individual Bluestem Brand’s Technical Design team. See Technical Design Manual for more details on this process.
 - The Supplier must submit a copy of the approved “tech pack” to CTL to enable accurate testing and complete QA review.
 - Suppliers are required to submit a pre-production or production garment using bulk fabric and bulk trim. It is preferred to have the sample submitted with care labels attached. However, the minimum requirement is to specify care instructions, content, and manufacturer’s ID on the Test Request Form to enable testing.
 - The garment sample should be made in the sample size (refer to sample size requirements in testing protocol). The Supplier must also include all colors for testing (refer to Sampling requirements).
- All suppliers are strongly encouraged to purchase notions and findings from reputable suppliers who follow the same state and federal regulatory requirements.
- Submit all samples for testing to “machine wash cold, tumble dry low”. If care instructions are different from this standard, the supplier can call it out on the Test

Request Form and CTL will get it approved by the Brand Testing Lead prior to beginning the test. This will add 1 day to the turn time for testing since CTL needs to confirm with the Brand Testing Lead. All care instructions will follow the Federal Trade Commission (FTC) regulations. For more information on FTC regulations: <https://www.ftc.gov>

- Test reports are valid for one year from date of manufacture. The only exception is when more frequent testing is required for U. S. Customs compliance.
- Packing / Packaging must meet state and federal regulatory & compliance requirements. The Supplier must keep on file all test reports or certifications of any packaging materials used in Bluestem products.
- **Suffocation Warning Label Requirements:**
 - A Suffocation Warning Label must be either be printed or attached as a label on all Polybags that satisfy the following conditions:
 - A Polybag that is 1.5 mil or less in thickness
 - The opening of the Polybag is 5 inches wide in diameter or more (measured when flat).
 - The Suffocation Warning Label must have the following language:
“WARNING-TO AVOID DANGER OF SUFFOCATION, KEEP THIS PLASTIC BAG AWAY FROM BABIES AND CHILDREN. DO NOT USE THIS BAG IN CRIBS, BEDS, CARRIAGES OR PLAYPENS. THIS BAG IS NOT A TOY.”
 - Font-Size requirements:

<u>Total Length and Width of Polybag</u>	-	<u>Size of Print</u>
Less than 25 inches		10 point minimum
25 to 39 inches		14 point minimum
40 to 59 inches		18 point minimum
60 inches or more		24 point minimum
 - Where a Polybag has a total length and width of more than 40 inches, the Suffocation Warning Label must be repeated at intervals of 20 inches or less.
- Bluestem’s Legal and Compliance Department may reach out at any time, for oversight purposes, to confirm compliance. Test report(s) must be dated within 1 year of manufacture for Bluestems most recent production.
- Soft Lines Testing Process chart is available in Appendix 2

44. Prop 65 Requirements for Private Label/Exclusive and Third-Party Vendors

- [Prop 65 requirements now apply to apparel as well as any other products you supply to Bluestem.](#)

- All trim items on apparel that are not fabric or thread must be compliant with prop 65 including but not limited to:
 - Zippers
 - Buttons
 - Rhinestones
 - Grommets or eyelets, etc.
- Other apparel items that must be compliant for Prop 65 include:
 - Coated Fabrics
 - Plastisol and PVC prints
 - Leather and PU Leather
- That means that any zippers, buttons, rhinestones, grommets or other embellishments must be either:
 - Tested for compliance to Prop 65 (either by you the vendor, by the individual component vendor) or:
 - A Certificate provided from the supplier that indicates compliance to Prop 65.
 - Examples of a certificate that is applicable is an Oeko-Tex certificate
- If you choose to test: you may use any lab you choose that is CPSC certified or use an Orchard Brands Portfolio nominated lab. See approved testing avenues below:
- Test for compliance using one of Orchard Brand Portfolios nominated labs (recommended)
 - Consumer Testing Laboratories (CTL): (apparel, accessories, and jewelry testing)
 - Vendors testing in India can continue to use Underwriters Laboratory (UL) as they are affiliated with CTL.
 - Consumer Products Safety Testing and Inspection Company, Ltd (CPS Cert): (shoes, accessories and jewelry testing only)
 - Bureau Veritas (BV): hard lines and home textiles testing
- Test for compliance using a CPSC certified lab of your choice.
 - You must supply a copy of your passing report to CTL to be housed in their corporate view system.
 - There is a \$31.00 charge for the document review and filing of the report in the corporate view system.
- Provide a test report from the trim manufacturer showing items are compliant when submitting items to CTL for testing.
 - You must include a copy of the manufacturers test report with your Test Request Form (TRF) to ensure that the lab will not test for Prop 65.

- If the individual component vendor has already provided you with a test report as documentation of testing compliance and you are submitting another style where the same component supplier is using this same component, you must reference the test report number from the original documentation on the TRF so that CTL does not do testing for Prop 65 on your submittal.
- If the individual component vendor has already provided you with a test report as documentation and you are submitting another style where the same vendor is also supplying this same component but there is an additional component not covered by the documentation, you must reference the test report number from the original documentation on the TRF so that CTL does not do testing for Prop 65 for the component already tested and will only test the additional component(s) for Prop 65.
- If you choose certification such as OEKO- TEX®:
 - You are to submit a copy of your certificate with your TRF and product samples to CTL, otherwise, the lab will also test your product for Prop 65 compliance. For more information about this certificate go to the following website: www.oeko-tex.com
 - Your OEKO- TEX® Certification (or other valid certification) can be applied to other products. You must reference your original test number from the TRF when supplying new products for testing.
 - Note: to obtain an OEKO- TEX® certificate you must work with an OEKO- TEX® member institution that follows the Standard 100 OEKO- TEX® criteria to obtain an OEKO- TEX® certificate. This “certificate documents that the articles listed have been successfully tested in accordance with STANDARD 100 by OEKO- TEX® and comply with the requirements of a common product class.” “Standard 100 is a worldwide, consistent, independent testing and certification system for raw, semi-finished and finished textiles products at all processing levels, as well as accessory materials used.”

45. General Information

- If you submit items for regular testing without an applicable Prop 65 test report or STANDARD 100 OEKO-TEX certificates, the lab will contact you and give you 48 hours to produce a passing Prop 65 lab test report or STANDARD 100 OEKO-TEX certificate. If the lab does not receive either from you, the lab will then proceed with testing for Prop 65 compliance.
- Contact Information and protocols for CTL:
 - Account set up information and testing charges:
 - Stephanie.anderson@consumertesting.com
 - General questions about testing:

- Tammie.rollins@consumertesting.com
- To access protocols and the TRF:
 - <https://secure.consumertesting.com/index.php>
- Contact information for CRT
 - Account set up and general questions about testing and to obtain protocols and the TRF:
 - tom@crt-lab.com
 - jerry@crt-lab.com
 - To access their online testing system:
 - Website: www.crt-lab.com
 - Online Testing Service: <http://www.cps-database.com/cpsbase/>
- Contact Information for BV
 - Account set up and general questions about testing and to obtain protocols and the TRF:
 - Megan.Bunn@us.bureauveritas.com
- Approximate Costs of Prop 65 Testing:
 - For protocol and cost information please contact the labs for the most current information. [Approximate costs of testing: apparel through CTL: \(below are Hong Kong prices domestic prices will vary\).](#)
 - [\\$200.00 USD is the average cost for apparel testing for Prop 65; however, as the number of trim items increases so does the cost of testing.](#)
 - [The cost for Prop 65 testing is in addition to the apparel test cost of \\$133.00 USD currently in place](#)
 - [Testing is good for one year, after that new testing is required.](#)
 - [Costs of testing: non-apparel through CRT \(CRT has only one lab in China\)](#)
 - [Footwear approximately \\$275.00](#)
 - [Accessories and Jewelry approximately \\$249.00](#)
 - [Testing is good for one year, after that new testing is required.](#)
 - [Protocols and the TRF can be found below.](#)

[Bluestem Footwear Testing Protocols](#)

[Bluestem Handbags, Purses, Totes, Wallets, Belts Testing Protocols](#)

[Bluestem Testing Request Form TRF from CPS Cert](#)

- Costs of Testing: Hardlines and Soft Homes: contact BV for pricing based on type of product.
- Costs of Testing: CTL Only - Supplier Test Document Review
 - If you choose to certify your components by submitting a vendor component test report, there is a \$31.00 USD document review that will be charged the first time your document is reviewed by the lab. Please note that document reviews are only available through CTL and the price of the document review is applicable based on Hong Kong pricing in U.S. dollars.
 - Once your vendor component test report has been reviewed and approved, you can use that document number (original lab test number) on any subsequent relevant TRF and you will not be charged an additional \$31.00 USD for a document review.
 - If you reference an existing document on your test request form, but add an additional document relevant to the new style, you will be charged the \$31.00 USD document review for the new document.
 - You must submit all documents at the same time with your TRF. If you submit them separately it will result in an additional \$31.00 USD charge. For example, if you submit four documents for review with a style, you will still only be charged \$31.00 USD.
 - Documentation is good for one year. After that new documentation will be required.
- Costs of Testing: CTL Only - Certificate Review
 - If you submit an Oeko-Tex certificate with your testing you will not be charged a document review as the only thing referenced on the document will be the date and there is no charge for that.
 - You must reference this document number (lab test number) on any additional styles you submit for testing to maintain validity.
 - Certificates are good for one year. After that a new certificate is required.

46. What Happens if my test fails for Prop 65?

- Your failed test will be reviewed by the brand testing lead and one of the following things will happen.
 - The brand may accept the warning and will proceed accordingly.

- [The brand policy may be to never accept a warning and will require you to source compliant materials and re-test.](#)
- [The brand may determine not to ship the product to the state of California.](#)
- [Note: Jewelry must pass for lead and cadmium in California and warning is not allowed.](#)

47. What happens if I don't test for Prop 65

- [Bluestem may choose to hold goods at the warehouse and send the items for testing at your cost.](#)
- [Bluestem may choose to charge you a storage fee at our warehouse for items that have not been tested.](#)
- [Bluestem may choose to hold payment until testing has been completed.](#)

46.48. Test Report Ratings

NOTE: “product is approved to ship”, only refers to the requirements of our Product Testing Program. A supplier must ensure all requirements of other Bluestem departments are met.

- **Pass:** meets or exceeds all Bluestem requirements detailed in the testing protocol. This product is considered compliant to ship when required.
- **Fail:** does not meet one or more of Bluestem’s requirements detailed in the protocol. The supplier is notified and the Issue Resolution Process with the Brand POC begins.
- **Pending:** Testing is on hold. This could be a result of account set up issues, additional testing is required and is being negotiated, testing is in process, etc.

47.49. Resolution Process for Failed Tests

- Supplier and Brand POC are notified of a failed test via CV.
- The Brand POC reviews the failed test, determines the next steps and notifies the Supplier of one or more of the following:
 - **Over-ride:** in general, no further action is required by the Supplier.
 - **Conditional Pass:** in general, no further action required by the Supplier. The issue will be reviewed by the Brand POC who either approves a Conditional Pass or escalates the issue to the VP of Technical Design and Quality and/or Brand leadership.
 - **Retest:** Retests are a result of failed tests. Retests are approved by the Brand POC. The Brand POC and the Supplier partner to resolve the issue. A Corrective Action Plan (CAP)

might be requested for reformulation of production materials, revised construction, etc.
All CAPs will be stored in CV.

○ Fail: Without a passing Retest, all failed purchase orders will be canceled.

- Resolution Process for Failed Tests chart is available in Appendix 3.
- Levels of a Test Failure chart is available in Appendix 4.

48.50. Links to Testing Protocols & Pricing

https://secure.consumertesting.com/ota/supplier_resources.php

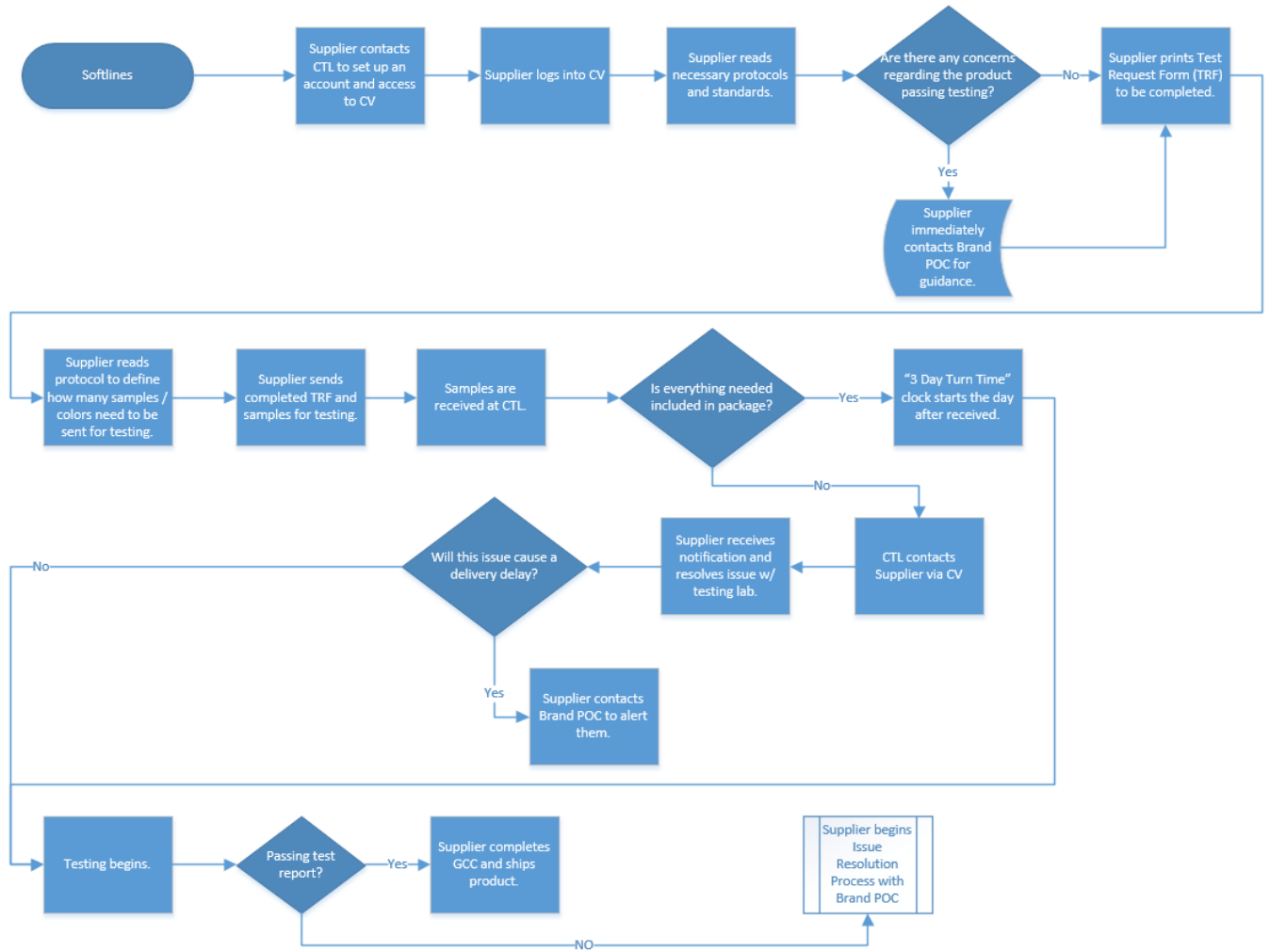
<https://crt-lab.com>

Appendix #1 – Supplier Type chart

Softlines Product Requirements				
				Production Pipeline
National Brand	You must have a letter from Bluestem Compliance team in Merchandising Operations designating you as a National Brand.	You must have required insurance as specified by the Compliance Team in Minnesota.	You must have a reasonable testing process as defined by the CPSIA.	All testing reports are to be kept on file for 5 years after the offering of product and be able to be retrieved within 24 hours of request.
Drop Ship Product / Vendor	You must have a letter from Bluestem Vendor Compliance Team in Merchandising Operations designating you as a Branded Vendor eliminating you from testing requirements.	You must have required insurance as specified by the Compliance Team in Minnesota.	You must have a reasonable testing process as defined by the CPSIA.	All testing reports are to be kept on file for 5 years after the offering of product and be able to be retrieved within 24 hours of request.
Private Label Supplier	A letter has been sent to you by the brand requiring you to participate in the Product Compliance Program- you must have a passing / approved test report in CV	You must contact the testing lab CTL for your product and establish business relationships including access to their corresponding system.	You must have a CTL approved test report in CV for all product you intend to ship to Bluestem	Only product with the following ratings can ship: ~ Pass ~ Conditional Pass ~ Over-ride
Exclusive or Third Party Product Vendor	Same as Private Label Supplier.			

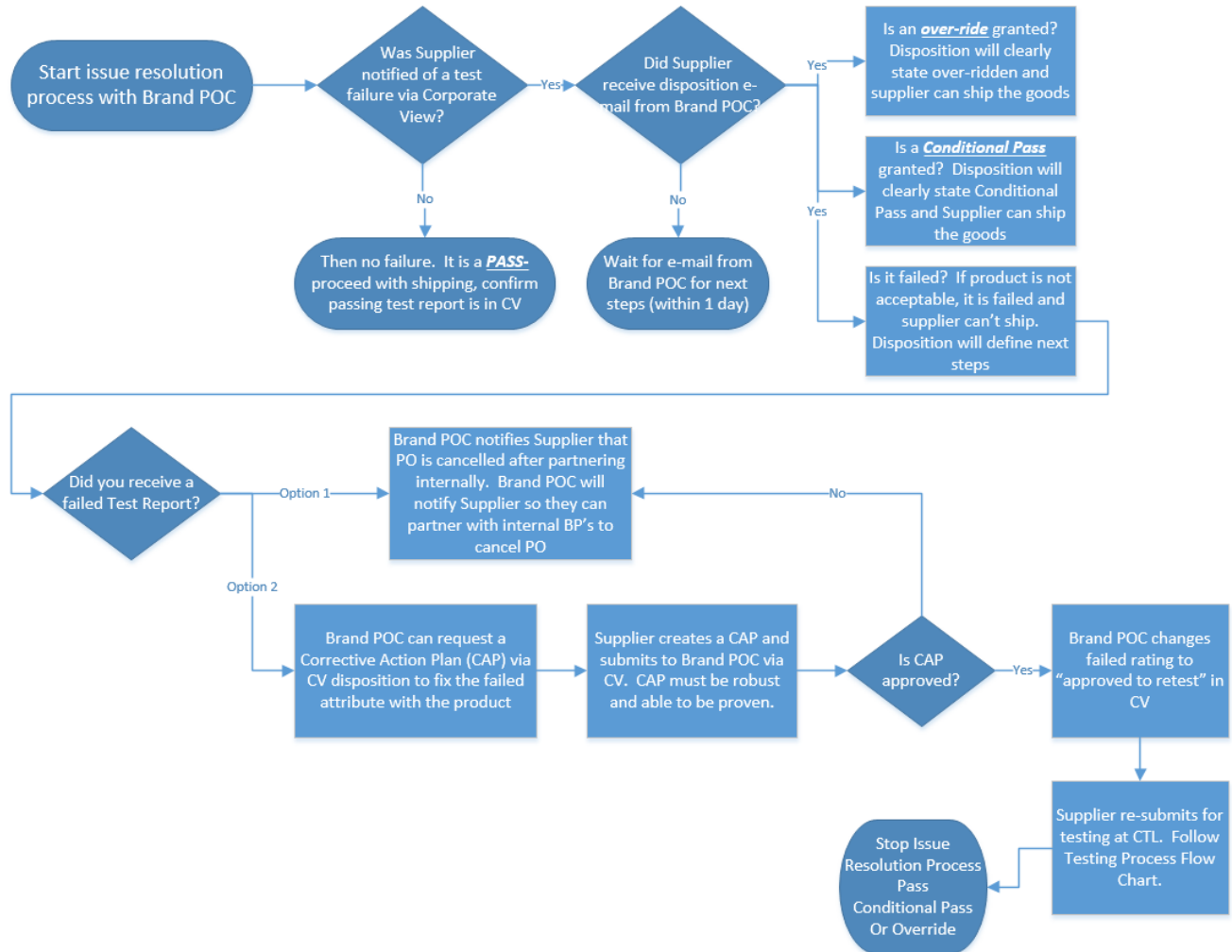
Appendix #2 - Soft Lines Testing Process chart

Soft Lines Testing Process



Appendix #3 - Resolution Process for Failed Tests

Brand POC Issue Resolution Process



Appendix #4 - Levels of a Test Failure

Levels of a Test Failure

Brand POC's work hand in hand with all Business Partners (both Merchants and Sourcing) to resolve testing issues internally and with the Supplier. To avoid a lag time in resolution for a testing failure, a Supplier should communicate directly with their Brand POC. Do not reach out directly to Merchants and/or Sourcing as they will need to refer all issues back to the Brand POC.

Normal testing of product: Supplier deals directly with Testing Lab to submit product for testing. Passed test reports are stored in the independent 3rd party testing agency's system. No product disposition (aka: issue resolution is required). Negotiated testing prices with labs are applied.



Level 1 failure: Supplier is notified of test failure by testing lab. Brand POC handles disposition and issues an over-ride without notifying internal Business Partners. Negotiated testing prices with labs are applied.



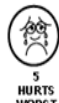
Level 2 failure: Supplier is notified of a test failure by the testing lab. Brand POC handles disposition. The issue is escalated to the Brand POC who either approves a Conditional Pass or escalates the issue to a level 3 failure: VP of Quality / Testing / Compliance is notified and internal Business Partners are included in the decision. Negotiated testing prices with labs are applied.



Level 3 failure (escalated level 2 failure): The commercial acceptability of the product is questionable: however, it is compliant to all regulatory standards. Immediate escalation to Brand President / Merchandising VP is needed. Cancellation of the PO is possible. Sourcing Partners or Merchant Partners and Brand POC are involved in the outcome. Brand President and VP of Quality / Testing / Compliance own this decision.



Level 4 failure: This product is not commercially acceptable. It is compliant to all regulatory standards, but can do damage to the reputation of the corporation. Immediate cancellation of the PO is necessary. Sourcing Partners or Merchant Partners and Brand POC will notify Suppliers to cancel the PO. VP of Quality / Testing / Compliance owns this decision.



Level 5 failure: This product is not compliant to a regulatory standard. Immediately cancel PO or get product out of the warehouse. If product has been sold, start issue resolution with the Customer. Regulatory Compliance Team in Minnesota own this decision and mandate the needed action steps.

Product Testing Program: Hardlines and Home Textiles

49.51. Welcome to Bluestem Brands (“Bluestem”) Product Testing Program: Hardlines and Home Textiles

- Bluestem has created a Product Testing Program for all Bluestem Vendors.
- Each Bluestem brand has a Point of Contact (POC) for the Product Testing Program.

50.52. Definition of a Hardline and Home Textile Product

- Non-apparel products, including electronics, cookware, household items, lawn and garden, etc....
- Home products such as blankets, sheets, draperies, and rugs.
- Does not include shoes or accessories (including belts, necklaces, bracelets, earrings, handbags, etc.)

51.53. Types of Vendors

- Bluestem procures product through a variety of Vendor channels. Below is a comprehensive list of how Bluestem defines “Vendor Type”. This is an important designation as it dictates the type of testing processes required.
 - National Brand: Nationally recognized by consumers. Examples: Sony, Dyson, Serta, GE, OXO, etc.... (® or ™).
 - Drop Ship Product Vendors: Product shipped directly from a vendor’s warehouse. Bluestem Inc. does not take possession of this product.
 - Private Label: Product carries one of our Bluestem Brand Logos such as Mastercraft, Gold Violin, etc. Bluestem develops or sources the product to include our trademark. This could be a domestically sourced product or an imported product. Bluestem may or may not be the importer of record.
 - Exclusive Product: Product may or may not carry one of our Bluestem Brand Logos. This is a domestically sourced or imported product where we are NOT the importer of record, however, the product is exclusive to our brand (nobody else offers it currently - based on agreements between Bluestem Buyers and Vendors.) Exclusive product could be a **color** that only Bluestem offers or a **product** that only Bluestem currently offers. The product is exclusive to our brands.
 - Third Party: Product does not carry one of our Bluestem Brand Logos. This is domestically sourced or imported product where we are NOT the importer of record.

- Vendor type will be determined by Bluestem and Bluestem will notify Vendors accordingly.

52.54. Nominated Test Laboratory

- To ensure continuity and consistency in our Product Compliance & Testing Program, we have nominated Bureau Veritas (BV), for all hardline products.
 - Package prices have been negotiated.
 - Laboratories are located strategically around the world.
 - BV is required to ensure there is a passing test report for every style in their One Source (OS) system - a portal for communication between the Laboratory, the Vendor and Bluestem.
 - OS system highlights:
 - Houses Bluestem Brands test protocols
 - Test Request forms (TRF's) are readily available.
 - Houses all completed test reports and General Certificates of Conformity (GCC).
 - Provides a GCC when testing is complete if - requested by the Vendor.
 - Direct communication to BV experts and Bluestem POC's.
- How to work with BV through OS:
 - Sign up with BV by logging on to www.bureauveritas.com
 - Register to get your ID and Password.
 - Complete the tutorial to learn how to use OS.
 - Once the Vendor logs into OS to obtain a Test Request Form (TRF), fills out the form and sends with the product to be tested to BV for testing, the Vendor will be notified by BV via OS that the product has been received and testing has commenced.
 - When a test is completed, the Vendor will be notified by BV, through OS, within 1 working day.
 - Within 24 hours of BV notification, the Bluestem POC will follow up with a communication to the Vendor to define next steps (if applicable).
 - Testing Process using BV is available in Appendix #1

53.55. Types of Tests

Note: Bluestem protocols are based on federal requirements and product requirements/recommendations from industry organizations such as British Standards Institution (BSI), Cookware Manufacturers Association (CMA), Federal Communications Commission (FCC), Underwriter Laboratories (UL), etc.

- All hardline products shipping to Bluestem must demonstrate compliance to State and Federal regulations and standards, including but not limited to, California Proposition 65. Regulatory testing is required for all hardline products. There is zero tolerance for non-compliance.
 - Regulatory: Lead for furniture, flammability for rugs and mattress pads, etc....zero deviation is tolerated. Regulatory testing is mandatory.
 - Performance: Bluestem requires compliance to industry standard performance testing such as UL, load capacity, cycle testing, etc. Testing is Brand and category specific.
 - Quality: Visual inspection of workmanship, measurement conformance, etc. must be rated as satisfactory to achieve a pass rating on the test report. Testing is Brand and category specific.
 - Claims Verification: Any product claims or warranties advertised in the sales materials or on the packaging of the product must be substantiated through testing. Example of a claim: “our chair holds up to 250 lbs.” Claim verification testing is mandatory.

54.56. Product Testing Program for Branded Vendors

- National Brand / Drop Ship/Third Party:
 - Self- governed by the Vendor with limited oversight by Bluestem.
 - Each Vendor should have on file with Bluestem a written and approved testing process that is considered reasonable and customary according to the Consumer Product Safety Commission’s (CPSC) Consumer Product Safety Improvement Act (CPSIA). The CPSC Website is www.cpsc.gov.
 - Vendors testing is to be provided by a CPSC accredited lab of the Vendor’s choice. The CPSC Website is www.cpsc.gov.
 - All product to be compliant to state and federal regulatory requirements, with testing done on pre-production samples, using final production materials, or Top of Production samples.

- All Vendors are strongly encouraged to purchase notions and findings from reputable Vendors who follow the same state and federal regulatory requirements.
- All product to meet product claims in advertising, sales materials and/or on the packaging.
- Packing / Packaging must meet state and federal regulatory & compliance requirements. Vendor must keep on file all test reports or certifications of any packaging materials used in Bluestem product.
 - Non-Fragile Products: retail packaging is usually not adequate to product the product throughout the parcel delivery system. These products must meet ISTA 1A transit testing.
 - Fragile Products: products containing glass and/or breakable items must be packaged to pass ISTA 3A transit testing.
 - Consumer Electronics/Kitchen Appliances: due to size, weight, fragility and functionality of these items these products must be packaged to withstand parcel delivery hazards and packaged to pas ISTA 3A transit testing.
 - Baby Products: any product designed for a child under the age of three with an opening in the packaging greater than 1 square inch must be poly-bagged and carry suffocation warning where applicable.
 - Liquid or Powdered Products: must be double sealed to mitigate leakage during storage and shipment to the customer.
- **Suffocation Warning Label Requirements:**
 - A Suffocation Warning Label must be either be printed or attached as a label on all Polybags that satisfy the following conditions:
 - A Polybag that is 1.5 mil or less in thickness
 - The opening of the Polybag is 5 inches wide in diameter or more (measured when flat).
 - The Suffocation Warning Label must have the following language:

“WARNING-TO AVOID DANGER OF SUFFOCATION, KEEP THIS PLASTIC BAG AWAY FROM BABIES AND CHILDREN. DO NOT USE THIS BAG IN CRIBS, BEDS, CARRIAGES OR PLAYPENS. THIS BAG IS NOT A TOY.”
 - Font-Size requirements:

<u>Total Length and Width of Polybag</u>	-	<u>Size of Print</u>
Less than 25 inches		10 point minimum
25 to 39 inches		14 point minimum

40 to 59 inches

18 point minimum

60 inches or more

24 point minimum

- Where a Polybag has a total length and width of more than 40 inches, the Suffocation Warning Label must be repeated at intervals of 20 inches or less.

- Bluestem Legal and Compliance Department may reach out at any time, for oversight purposes, to confirm compliance. Passing test report(s) must be dated within 2 years of manufacture of Bluestems most recent production and kept on file for 5 years. Vendors must be able to produce the test report within 24 hours of a request from Bluestem.

55.57. Prop 65 Requirements for National Brand/Drop Ship/Exclusive Product/Third Party Vendors Effective August 30th, 2018

- As a Branded Vendor
 - You are required to perform your own testing
 - You must notify Bluestem only if your testing shows a Prop 65 chemical present.
 - You must identify to Bluestem the failing chemical so that the appropriate warning message can be used.
 - If you inform Bluestem that a warning is needed it is our obligation to provide the warning.
- What Happens When My Prop 65 Test Indicates a Chemical Present
 - The brand may display the appropriate Prop 65 warning.
 - The brand may choose to not ship the goods to California.
 - Note, jewelry must pass for lead and cadmium in California and warning is not allowed.
 - Prop 65 requirements apply to apparel as well as any other products you supply to Bluestem. Note, zippers, buttons, rhinestones, grommets or other embellishments are subject to Prop 65.

56.58. Product Testing Program for Private Label Product: Administered through BV's OS system and governed by Bluestem Brands POC.

- Testing must be conducted on Pre-Production or Top of Production samples made from final production materials.
- Prior to the submittal of the test sample(s), the Vendor must receive approval of their Technical Design Package ("tech pack") generated either by the Vendor or

by the individual Bluestem Brand's Technical and Quality team. See the Technical Design Manual for more details on this process.

- The Vendor must submit a copy of the approved "tech pack" to BV to enable accurate testing and complete QA review.
- Product sent for testing must be ship ready and in the approved packing / packaging method.
 - Product received at BV without all packing materials will not be tested. Testing will not commence until this has been resolved, or if unresolved, the sample will be returned to the Vendor at their expense.
- Test reports are valid for two years from date of manufacture.
 - Exception: when more frequent testing is required for U. S. Customs compliance.
 - Exception: Children's products, Electrical products, CPSC regulated products and FDA regulated products test reports are valid for one year.
- Packing/Packaging must meet state and federal regulatory & compliance requirements. Vendor must keep on file all test reports or certifications of any packaging materials used in Bluestem products.
 - Non-Fragile Products: retail packaging is usually not adequate to product the product throughout the parcel delivery system. These products must meet ISTA 1A transit testing.
 - Fragile Products: products containing glass and/or breakable items must be packaged to pass ISTA 3A transit testing.
 - Consumer Electronics/Kitchen Appliances: due to size, weight, fragility and functionality of these items these products must be packaged to withstand parcel delivery hazards and packaged to pas ISTA 3A transit testing.
 - Baby Products: any product designed for a child under the age of three with an opening in the packaging greater than 1 square inch must be poly-bagged and carry suffocation warning where applicable.
 - Liquid or Powdered Products: must be double sealed to mitigate leakage during storage and shipment to the customer.
- **Suffocation Warning Label Requirements:**
 - A Suffocation Warning Label must be either be printed or attached as a label on all Polybags that satisfy the following conditions:
 - A Polybag that is 1.5 mil or less in thickness

- The opening of the Polybag is 5 inches wide in diameter or more (measured when flat).
 - The Suffocation Warning Label must have the following language:

“WARNING-TO AVOID DANGER OF SUFFOCATION, KEEP THIS PLASTIC BAG AWAY FROM BABIES AND CHILDREN. DO NOT USE THIS BAG IN CRIBS, BEDS, CARRIAGES OR PLAYPENS. THIS BAG IS NOT A TOY.”
 - Font-Size requirements:

<u>Total Length and Width of Polybag</u>	-	<u>Size of Print</u>
Less than 25 inches		10 point minimum
25 to 39 inches		14 point minimum
40 to 59 inches		18 point minimum
60 inches or more		24 point minimum
 - Where a Polybag has a total length and width of more than 40 inches, the Suffocation Warning Label must be repeated at intervals of 20 inches or less.
 - All Vendors are strongly encouraged to purchase components from reputable Vendors who follow the same state and federal regulatory requirements.
 - Bluestem’s Legal and Compliance Department may reach out at any time for oversight purposes to confirm compliance. Test report(s) must be dated within 2 years of manufacture for our most recent production.
- When you have a passing test report from a lab other than BV:
 - It must:
 - meet Bluestem protocol standards.
 - If the submitted test report is missing any specific test protocol, BV will advise what protocol is missing and the Vendor is required to obtain test results for all missing protocols.
 - be from a CPSC accredited third party testing agency
 - be reviewed by BV and stored in OS.
 - There is a fee charged by BV for the review of another agency’s test report. This fee includes the data input of the test results into OS
- Product Testing Program using BV chart is available in Appendix 3.
- Product Testing Program using a test from a lab other than BV chart is available in Appendix 4.

57.59. Prop 65 Requirements for 3rd Party/Exclusive Apparel Vendors and Private Label Apparel and Home Goods Vendors

- [Prop 65 requirements now apply to apparel as well as any other products you supply to Bluestem.](#)
 - All trim items on apparel that are not fabric or thread must be compliant with prop 65 including but not limited to:
 - Zippers
 - Buttons
 - Rhinestones
 - Grommets or eyelets, etc.
- [Other apparel items that must be compliant for Prop 65 include:](#)
 - Coated Fabrics
 - Plastisol and PVC prints
 - Leather and PU Leather
- [That means that any zippers, buttons, rhinestones, grommets or other embellishments must be either:](#)
 - [Tested for compliance to Prop 65](#) (either by you the vendor, by the individual component vendor) [or:](#)
 - [A Certificate provided from the supplier that indicates compliance to Prop 65.](#)
 - [Examples of a certificate that is applicable](#) is an [Oeko-Tex certificate](#)
- [If you choose to test: you may use any lab you choose that is CPSC certified or use an Orchard Brands Portfolio nominated lab. See approved testing avenues below:](#)
- [Test for compliance using one of Orchard Brand Portfolios nominated labs \(recommended\)](#)
 - [Consumer Testing Laboratories \(CTL\): \(apparel, accessories, and jewelry testing\)](#)
 - Vendors testing in India can continue to use Underwriters Laboratory (UL) as they are affiliated with CTL.
 - Consumer Products Safety Testing and Inspection Company, Ltd ([CPS Cert](#)): (shoes, [accessories and jewelry testing only](#))
 - [Bureau Veritas \(BV\): hard lines and home textiles testing](#)
- [Test for compliance using a CPSC certified lab of your choice.](#)
 - You must supply a copy of your passing report to CTL to be housed in their corporate view system.
 - There is a \$31.00 charge for the document review and filing of the report in the corporate view system.

- Provide a test report from the trim manufacturer showing items are compliant when submitting items to CTL for testing.
 - You must include a copy of the manufacturers test report with your Test Request Form (TRF) to ensure that the lab will not test for Prop 65.
 - If the individual component vendor has already provided you with a test report as documentation of testing compliance and you are submitting another style where the same component supplier is using this same component, you must reference the test report number from the original documentation on the TRF so that CTL does not do testing for Prop 65 on your submittal.
 - If the individual component vendor has already provided you with a test report as documentation and you are submitting another style where the same vendor is also supplying this same component but there is an additional component not covered by the documentation, you must reference the test report number from the original documentation on the TRF so that CTL does not do testing for Prop 65 for the component already tested and will only test the additional component(s) for Prop 65.
- If you choose certification such as OEKO- TEX®:
 - You are to submit a copy of your certificate with your TRF and product samples to CTL, otherwise, the lab will also test your product for Prop 65 compliance. For more information about this certificate go to the following website: www.oeko-tex.com
 - Your OEKO- TEX® Certification (or other valid certification) can be applied to other products. You must reference your original test number from the TRF when supplying new products for testing.
 - Note: to obtain an OEKO- TEX® certificate you must work with an OEKO- TEX® member institution that follows the Standard 100 OEKO- TEX® criteria to obtain an OEKO- TEX® certificate. This “certificate documents that the articles listed have been successfully tested in accordance with STANDARD 100 by OEKO- TEX® and comply with the requirements of a common product class.” “Standard 100 is a worldwide, consistent, independent testing and certification system for raw, semi-finished and finished textiles products at all processing levels, as well as accessory materials used.”

58-60. **General Information**

- If you submit items for regular testing without an applicable Prop 65 test report or STANDARD 100 OEKO-TEX certificates, the lab will contact you and give you 48 hours to

produce a passing Prop 65 lab test report or STANDARD 100 OEKO-TEX certificate. If the lab does not receive either from you, the lab will then proceed with testing for Prop 65 compliance.

- Contact Information and protocols for CTL:
 - Account set up information and testing charges:
 - Stephanie.anderson@consumertesting.com
 - General questions about testing:
 - Tammie.rollins@consumertesting.com
 - To access protocols and the TRF:
 - <https://secure.consumertesting.com/index.php>
- Contact information for CPS-Cert
 - Account set up and general questions about testing and to obtain protocols and the TRF:
 - tom@cps-cert.com
 - jerry@cps-cert.com
 - To access their online testing system:
 - Website: cps-cert.com
 - Online Testing Service: <http://www.cps-database.com/cpsbase/>
- Contact Information for BV
 - Account set up and general questions about testing and to obtain protocols and the TRF:
 - Megan.Bunn@us.bureauveritas.com
- Approximate Costs of Prop 65 Testing:
 - [Approximate costs of testing: apparel through CTL: \(below are Hong Kong prices domestic prices will vary\).](#)
 - [\\$200.00 USD is the average cost for apparel testing for Prop 65; however, as the number of trim items increases so does the cost of testing.](#)
 - [The cost for Prop 65 testing is in addition to the apparel test cost of \\$133.00 USD currently in place.](#)
 - [Testing is good for one year, after that new testing is required.](#)
 - [Costs of testing: non-apparel through CPS Cert \(CPS Cert has only one lab in China\)](#)
 - [Footwear approximately \\$275.00](#)
 - [Accessories and Jewelry approximately \\$249.00](#)
 - [Testing is good for one year, after that new testing is required.](#)

- Costs of Testing: Hardlines and Soft Homes: contact BV for pricing based on type of product.
- Costs of Testing: CTL Only - Supplier Test Document Review
 - If you choose to certify your components by submitting a vendor component test report, there is a \$31.00 USD document review that will be charged the first time your document is reviewed by the lab. Please note that document reviews are only available through CTL and the price of the document review is applicable based on Hong Kong pricing in U.S. dollars.
 - Once your vendor component test report has been reviewed and approved, you can use that document number (original lab test number) on any subsequent relevant TRF and you will not be charged an additional \$31.00 USD for a document review.
 - If you reference an existing document on your test request form, but add an additional document relevant to the new style you will be charged the \$31.00 USD document review for the new document.
 - You must submit all documents at the same time with your TRF. If you submit them separately it will result in an additional \$31.00 USD charge. For example, if you submit four documents for review with a style, you will still only be charged \$31.00 USD.
 - Documentation is good for one year. After that new documentation will be required.
- Costs of Testing: CTL Only - Certificate Review
 - If you submit an Oeko-Tex certificate with your testing you will not be charged a document review as the only thing referenced on the document will be the date and there is no charge for that.
 - You must reference this document number (lab test number) on any additional styles you submit for testing to maintain validity.
 - Certificates are good for one year. After that a new certificate is required.

61. What Happens if my test fails for Prop 65?

- Your failed test will be reviewed by the brand testing lead and one of the following things will happen.
 - The brand may accept the warning and will proceed accordingly.

- [The brand policy may be to never accept a warning and will require you to source compliant materials and re-test.](#)
- [The brand may determine not to ship the product to the state of California.](#)
- [Note: Jewelry must pass for lead and cadmium in California and warning is not allowed.](#)

62. What happens if I don't test for Prop 65

- [Bluestem may choose to hold goods at the warehouse and send the items for testing at your cost.](#)
- [Bluestem may choose to charge you a storage fee at our warehouse for items that have not been tested.](#)
- [Bluestem may choose to hold payment until testing has been completed.](#)

59-63. Test Report Ratings

NOTE: If this manual says, “product is approved to ship”, it only refers to the requirements of our Product Testing Program. A Vendor must ensure all requirements of other Bluestem departments are met.

- **Pass**: meets or exceeds all Bluestem requirements detailed in the testing protocol. This product is considered compliant to ship when required.
- **Fail**: does not meet one or more of Bluestem’s requirements detailed in the protocol. The Vendor is notified and the Issue Resolution Process with the Brand POC begins.
- **Pending**: Testing is on hold. This could be a result of account set up issues, additional testing required and being negotiated, testing in process, etc.

60-64. Resolution Process for Failed Tests

- Vendor and Brand POC are notified of a failed test via OS.
- The Brand POC reviews the failed test, determines the next steps and notifies the Vendor of one or more of the following:
 - **Over-ride**: in general, no further action required by Vendor.
 - **Conditional Pass**: in general, no further action required by Vendor. The issue will be reviewed by the Brand POC who either approves a Conditional Pass or escalates the issue to the VP of Technical Design and Quality and/or Brand leadership.
 - **Retest**: Retests are a result of failed tests. Retests are approved by the Brand POC. The Brand POC and the Vendor partner to resolve the issue. A Corrective

Action Plan (CAP) might be requested for reformulation of production materials, revised construction, etc. All CAPs will be stored in OS.

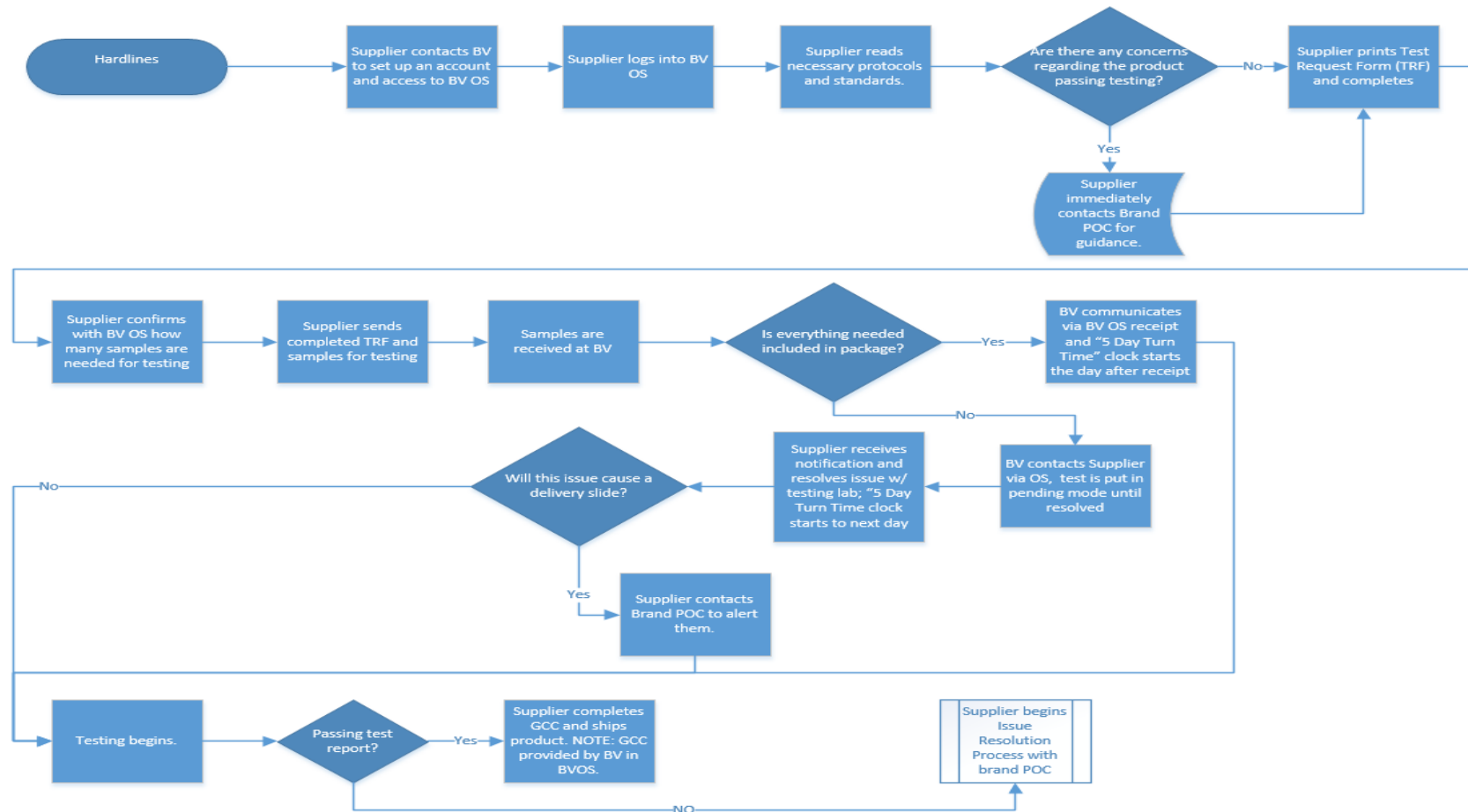
- Fail: Without a passing Retest, all failed purchase orders will be canceled.
- Resolution Process for Failed Tests chart is available in Appendix 3.
- Levels of a Test Failure chart is available in Appendix 4.

61.65. Link to Testing Protocols

<https://docushare.cps.bureauveritas.com/docushare/dsweb/Login>

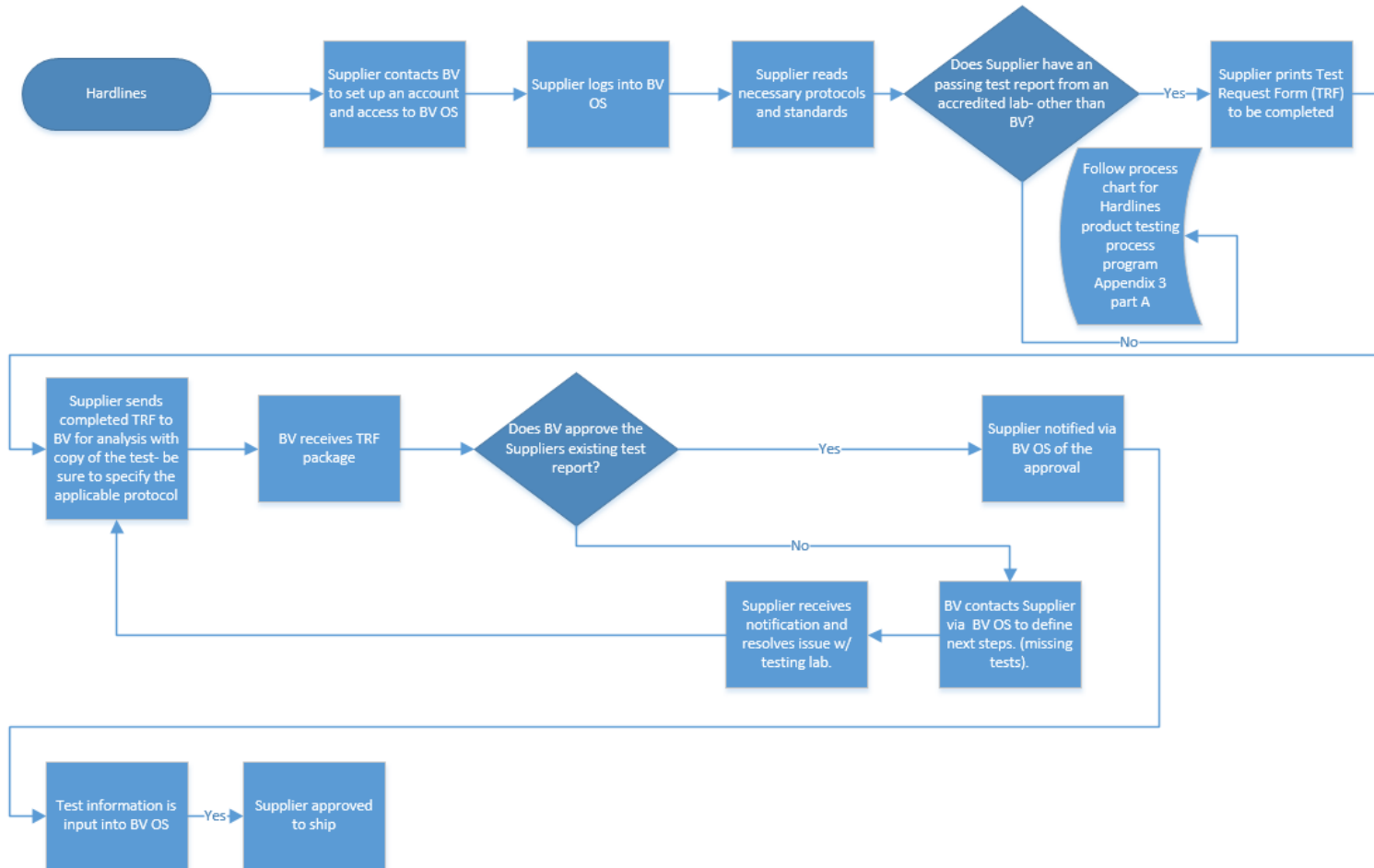
Appendix #1- Testing Process using BV chart

Hard Lines Testing Process- using BV as a testing agency.



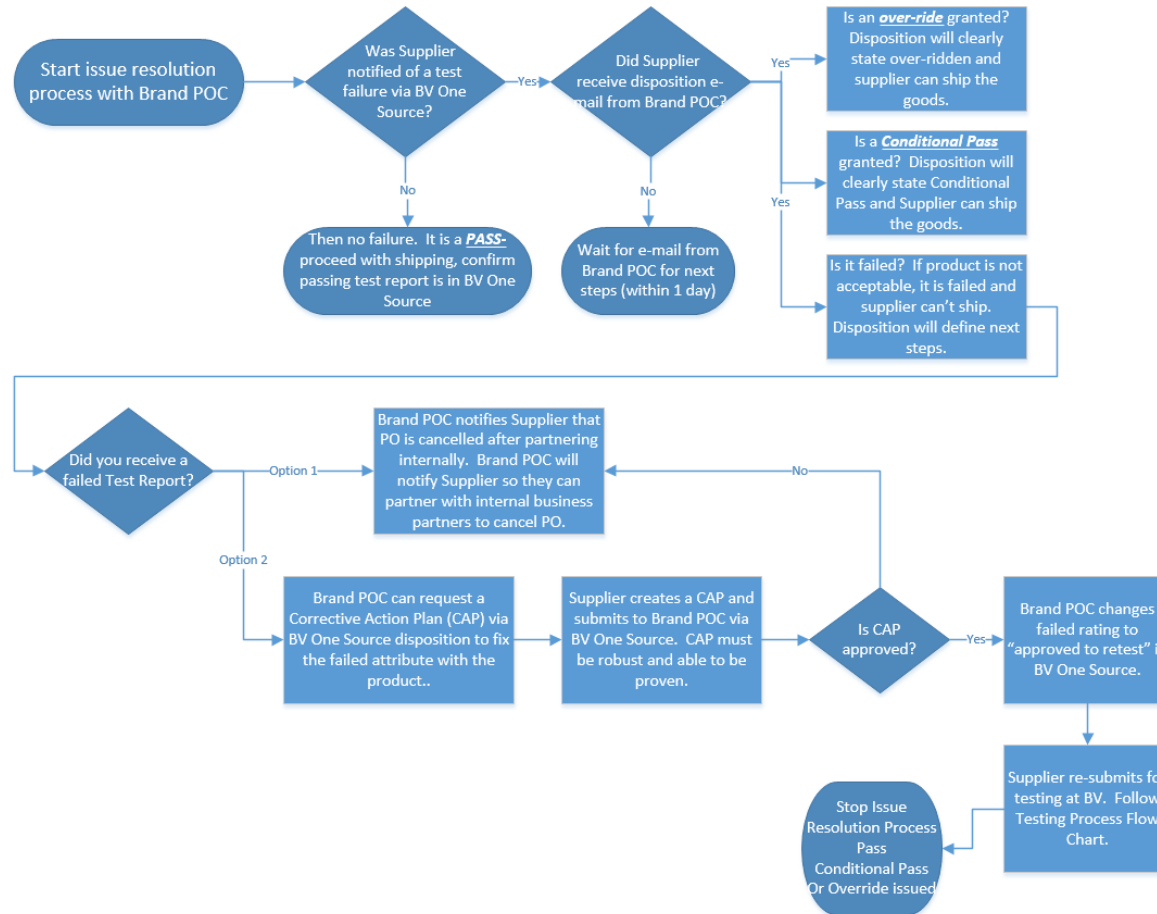
Appendix #2 – Product Testing Program using a test from a lab other than BV chart

Hard Lines Testing Process- with an existing test report from a testing agency other than BV.



Appendix #3 – Resolution Process for Failed Tests chart

Brand POC Issue Resolution Process



Appendix #4 Levels of a Test Failure chart

Levels of a Test Failure

Brand POC's work hand in hand with all Business Partners (both Merchants and Sourcing) to resolve testing issues internally and with the Supplier. To avoid a lag time in resolution for a testing failure, a Supplier should communicate directly with their Brand POC. Do not reach out directly to Merchants and/or Sourcing as they will need to refer all issues back to the Brand POC.

Normal testing of product: Supplier deals directly with Testing Lab to submit product for testing. Passed test reports are stored in the independent 3rd party testing agency's system. No product disposition (aka: issue resolution is required). Negotiated testing prices with labs are applied.



Level 1 failure: Supplier is notified of test failure by testing lab. Brand POC handles disposition and issues an *over-ride* without notifying internal Business Partners. Negotiated testing prices with labs are applied.



Level 2 failure: Supplier is notified of a test failure by the testing lab. Brand POC handles disposition. The issue is escalated to the Brand POC who either approves a *Conditional Pass* or escalates the issue to a level 3 failure: VP of Quality / Testing / Compliance is notified and internal Business Partners are included in the decision. Negotiated testing prices with labs are applied.



Level 3 failure (escalated level 2 failure): The commercial acceptability of the product is questionable: however, it is compliant to all regulatory standards. Immediate escalation to Brand President / Merchandising VP is needed. Cancellation of the PO is possible. Sourcing Partners or Merchant Partners and Brand POC are involved in the outcome. Brand President and VP of Quality / Testing / Compliance own this decision.



Level 4 failure: This product is not commercially acceptable. It is compliant to all regulatory standards, but can do damage to the reputation of the corporation. Immediate cancellation of the PO is necessary. Sourcing Partners or Merchant Partners and Brand POC will notify Suppliers to cancel the PO. VP of Quality / Testing / Compliance owns this decision.



Level 5 failure: This product is not compliant to a regulatory standard. Immediately cancel PO or get product out of the warehouse. If product has been sold, start issue resolution with the Customer. Regulatory Compliance Team in Minnesota own this decision and mandate the needed action steps.