**Packaging Information Form for**

**Apparel, Shoes, Belts, Hats, Scarves, Gloves, Ties, Hosiery**

Send completed form to:

idcpackaging@bluestem.com

**Packaging is very important to us please be as accurate as possible when completing this form. If more form space is needed please copy this page so you have additional room. Where possible, try to use a consistent carton size varying the number of units packed in each (if there are product size differentials).**

 **\*\*\*PLEASE DO NOT PACK IN MASTER PACKS EXCEEDING 40 POUNDS\*\*\***

**\* \*\* Please refer to apparel standards listed on page 32 for required carton and fold sizes\*\*\***

**Brand: Appleseed’s [ ]  Blair [ ]  Drapers [ ]  Haband [ ]**

**Vendor Name & ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

**Expected Arrival Date of Shipment to the Eatonton Ga DC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vendor contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unit Packaging Information: Please check appropriate box:**

**[ ]  Polybag [ ]  Folded [ ]  Not Folded [ ]  Item on Hanger [ ]  Banded Shoebox [ ]  Vertical [ ]  GOH**

**[ ]  Bubble Mailer Bag [ ]  Chipboard Backer in Fold**

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| --- | --- | --- | --- | --- | --- | --- |
| **Product Number & Description** |  **PO Number** | **Size Range** | **Master Carton****L x W x H****Inches** | **Units per Master** **Carton** | **Packaged Unit****L x W x H****Inches** | **Unit Weight****Oz/Lbs.** |
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 **\*\*\* Please note this is not to be used as a manifest \*\*\***