



# Soft Goods Specific

## VENDOR COMPLIANCE MANUAL

Please note:

The correct usage of the Orvis logo can be found in the  
Branding Section of this manual.

**ANY MERCHANDISE NOT USING THIS LOGO IN AN APPROVED  
MANNER WILL RESULT IN A RETURN TO VENDOR.**

### **DISCLAIMER:**

**THESE INSTRUCTIONS ARE TO BE USED AS A GUIDE ONLY.  
ALWAYS REFER TO THE 'TECH PACK' FOR STYLE SPECIFICS.**

This manual supercedes all previous manuals.



# Table of Contents

## Soft Goods

### **PERFORMANCE**

- Standards for Wovens
- Standards for Knits
- Terminology

### **LABELING**

- Requirements
- Care
- Size
- Placement

### **PACKAGING**

- Requirements
- Carton Specifications
- Carton Labeling
- Bill of Lading
- Poly Bags
- Child Warning
- Barcode
- Folding and Packaging
- Packaging Vendors

### **CARE LABEL**

- Terminology

### **HAZARDOUS MATERIALS**

- Requirements
- Safety Data Sheet

### **CHARGEBACKS**

- Return to Vendor
- 100% Inspections
- Chargeback List

To read the following topics, please refer to the Orvis VCM Standards for ALL Vendors located at [orvis.com/vendorinfo](http://orvis.com/vendorinfo).

**TERMS AND CONDITIONS, INTRODUCTION, SHIPPING  
BRANDING, FINANCIALS**

This manual supercedes all previous manuals.



## Chargebacks Soft Goods | Section 10

### **RETURN TO VENDOR (RTV) AND CHARGEBACKS**

This section outlines the parameters in which ORVIS would need to return a shipment to a vendor. Sometimes it is the only option available. We try to work with all of our vendors to avoid this step. However, should it be necessary, we expect our vendors to comply with our needs and work in a timely manner to either correct or replace the returned merchandise.

Invoices will not be paid on a purchase order (P.O.) until the entire shipment has been processed through Quality Assurance inspections. ORVIS expects the vendor to have their own quality procedures in place so as to assure integrity of product and packaging. Discrepancies will result in 100% inspection and will cause a chargeback to the vendor.

**After repeat offense there will be a \$300.00 fee for each repeat offense/not addressed.**

**Contract and in the Standard Terms and Conditions of Purchase:**

**When it is justified to Return to Vendor (RTV) a shipment, Orvis will send the shipment back WITHOUT a RA #.**

The most common reasons for chargebacks are:

1. No barcodes or barcodes that won't scan.
2. Country of origin not displayed on innermost or outermost packaging of each item.
  3. Missing/Inaccurate Pack List.
4. Inaccurate or missing carton information and count.
  5. No child suffocation warnings.

**Failure to comply will result in chargebacks.**

# Return to Vendor

**Contract and in the Standard Terms and Conditions of Purchase: When it is justified to Return to Vendor (RTV) a shipment, Orvis will send the shipment back WITHOUT AN RA #.**

Products that have failed the Random Sampling and 100% Inspections are subject to Return to Vendor (RTV). RTV shipments will be returned without an RA#. In situations where merchandise does not match ORVIS quality standards and/or specifications, merchandise will be returned to the vendor. In these situations, the vendor will be responsible for all freight costs. Once a problem is found with a shipment, the vendor is notified as soon as possible. Where possible, a sample(s) of the problem merchandise is sent to the vendor for review. These situations must be handled in a timely manner as each day these products are held up in the Quality Assurance Department (QAD), the shipment is not being processed, and products are not being stocked. Vendor payments are held until Quality Assurance problems are cleared.

**RANDOM SAMPLING AND CHARGEBACKS** – It is to everyone’s benefit to avoid chargebacks, as they will slow down the distribution of products to the ORVIS customer. Our goal is to have a positive experience with the vendors and the customers. Please read this section thoroughly, as it contains valuable information concerning chargebacks. ORVIS requires our vendors to do their quality inspections, in their own facilities, prior to shipment of products to ORVIS. Any shipment of products, which is held up in QAD, due to vendor non-compliance, will result in a vendor chargeback and delay the vendor invoice from being paid.

The ORVIS Quality Auditing Team will inspect each shipment. ORVIS uses the submitted Final Approval sample as the guide by which flaws, damages, color matching, or any other related quality problems that may occur in the production cycle are determined. If more than the acceptable number of items fail the 2nd level of inspection, 100% inspections are automatic. At this point, the vendor is responsible for the cost of the 100% inspection and any materials that may be needed for the inspection. Depending on the flaws found, the products that have failed the 1st and 2nd level of inspection may be sent back to the vendor, at the vendor’s expense, and will not be paid for.

**EARLY/LATE FEE** – Failure to ship on time in accordance to ex country/ship date on purchase order contract will result in an early or late fee. Late fee charged to the shipment will be 15% of the value of the shipment.

LOT SIZE OR QUANTITY AUDITED	ACCEPTABLE QUALITY LEVELS					
	1.5		2.5		4.0	
	INSPECT	ACCEPT	INSPECT	ACCEPT	INSPECT	ACCEPT
<b>Less than 151</b>	8	0	5	0	13	1
<b>151-280</b>	8	0	20	1	13	1
<b>281-500</b>	32	1	20	1	20	2
<b>501-1200</b>	32	1	32	2	32	3
<b>1201-3200</b>	50	2	50	3	50	5

To use THE ORVIS COMPANY sampling plan, follow the procedures below:

1. Locate the appropriate lot/P.O. size on the sampling plan. The lot/P.O. size is the total number of units started with. Read down the “Lot Size” column of The Orvis Company Sampling plan, until the range that includes the number of the items in the lot to be inspected is located. For example, if the PO had 1800 units, the “1201-3200” range will be used to determine the number of units to be inspected.
2. Determine the number of units to inspect. Look in the “Units to Inspect” column corresponding to the lot size to locate the exact number of units that must be inspected. Be sure to select the number corresponding to the correct AQ level.
3. Determine the number of defective units that may be accepted.

# 100% Inspections

A number of situations could trigger the need for a 100% inspection and verification of the shipment. The reasons for a 100% inspection include, but are not limited to, the following:

- Appearance of vendor labels.
- Missing or poor labeling of country of origin.
- Missing or poor labeling of fabric content.
- Product sample fails to match Orvis specs.
- Product sample fails to meet Orvis quality standards.
- Sample indicates poor packaging and product damage.
- Missing PO information, manifest or shipping papers.
- Missing or poor labeling of cartons.
- Evidence of damage during shipment.
- Evidence of infestation.
- Poor packing of breakable items.
- Mixed PO merchandise in one or more cartons.
- Poor color quality or color fails to match information provided.
- Packing list errors.

## **FREIGHT CHARGEBACKS**

Failure to comply with the Routing Guides outlined in this manual will result in chargeback. All Shipping Chargebacks are figured as actual freight charges minus Orvis freight, plus an administrative fee of \$50. Orvis freight is defined as the Orvis designated carrier and method. Chargebacks will be applied to both domestic and international shipments, the minimum is \$75 per PO. Some examples of common chargebacks are as follows:

- Vendor used improper shipping methods outlined in the routing guide.
- Vendor did not use Orvis designated carriers.

## **PRODUCT CHARGEBACKS**

Failure to comply with the product guidelines outlined in this manual will result in chargebacks. Repeat offenses over a period of time will result in double chargebacks. All Product Chargebacks are based on \$50 per labor hour plus supplies needed to correct the shipment and a \$50 administration fee. The minimum charge to correct any shipment is \$75 per PO. Some common examples of errors that will be charged back for:

- Cartons did not have proper identification.
- Merchandise was not individually and properly labeled with a scannable barcode, Country of Origin, or child suffocation labeling.
- Shipments did not have packing list or proper packing list with the first carton.
- Merchandise was not properly packaged.
- Inaccurate Packaging List.

# General Chargeback List Not a complete list.

	<b>COMPLIANCE ISSUE</b>	<b>CHARGEBACK AMOUNT</b>
<b>PRODUCT CHARGEBACKS</b>	<b>No final approval sample submitted to Packaging Specialist prior to PO shipment</b>	<b>\$200</b>
	Storage while awaiting vendor compliance/resolutions/repairs	\$10 per pallet space per week.
	Merchandise not individually barcoded with a scannable barcode or does not have the country of origin on the outermost packaging (if not on innermost packaging)	\$50 per hour & supplies + \$50 Admin fee
	Merchandise was not free of vendor name, logo, address, web address	\$50 per hour & supplies + \$50 Admin fee
	Merchandise not properly bagged or bags not secure	\$50 per hour & supplies + \$50 Admin fee
	All Polybags did not include Child Warning	\$50 per hour & supplies + \$50 Admin fee
	Merchandise was not packaged to minimize damage	\$50 per hour & supplies + \$50 Admin fee
	Packaging did not meet Carrier Standards	\$50 per hour & supplies + \$50 Admin fee
	100% Inspection	\$50 per hour & supplies + \$50 Admin fee
	<b>SHIPPING CHARGEBACKS</b>	All cartons did not have proper identification Maximum of 5% of total PO cost
All shipments did not have complete and accurate packing lists included with lead carton #1. Fast Track– Failure to identify ALL cartons as Fast Track for a Fast Track PO. Identify carton as Fast Track without Fast Track Approval.		\$100 per Purchase Order
Multiple PO's shipped on same day but not costs on same Bill of Lading		Actual freight costs minus Orvis freight + \$50 Admin fee
Early/late Merchandise not shipped in time frame according to agreed schedule		15% of invoice
Orvis approved shipping method/designated costs carrier not used.		Actual freight costs minus Orvis freight + \$50 Admin fee
Shipment information being entered into Orvis Supplier Zone in timely manner (24 hours)		\$100 per purchase order



**VENDOR COMPLIANCE MANUAL**

**Softgoods  
Minimum Construction  
Standards**

Softgoods Section 2

# Application

The guidelines outlined in this booklet apply to all Orvis shipments.

Orvis Gokey Mfg.  
300 Moniteau  
Tipton, MO 65081

The Orvis Co.  
1709 Blue Hills Dr.  
Roanoke, VA 24012

The Orvis Company, Inc.  
178 Conservation Way  
Sunderland, VT 05250-4465

The Orvis Company  
Clearwater House, Unit 28  
North Way, Andover,  
Hampshire SP10 5R W

## Frequently Asked Questions

**1. Who supplies the packaging and labeling components?** The packaging and labeling components will be supplied by the vendor and are to be included in the cost of goods. This topic is broad and is covered in the Labeling and Packaging sections of this guide.

**2. What quality assurance requirements does ORVIS have?** Our product line is extremely varied and we have specific requirements to cover our product categories. Details are explained within the following pages of this guide.

**3. Does ORVIS supply barcodes?** Vendors are expected to supply their own barcodes; samples can be sent to Susan Smith for testing and approval. Every item must be barcoded with an 8-digit (no dash) 128 barcode, subset B. If you cannot supply these barcodes, please contact your inventory team.

The **VendorNet** site creates barcodes directly through the site. The link for the VendorNet site is:  
<https://supplierzone.orvis.com>.

**The “Quiet Zone” which is the blank, marginal space at the beginning, ending, top and bottom of each barcode that enables a scanner to accurately read the information must be at least 10 times the narrow bar element (narrowest bar found within the barcode) width.**

**4. Do I need child warning labels?** YES. Orvis requires child warning labels on all plastic bags. This is to protect you legally, and to protect children from injury. More information on Child Warning Labels is included in Packaging & Labeling (Section 5) of the Standards for All Vendors portion of this manual.

**5. What freight company should I use? Does it matter?** YES it matters! The Routing Guide (Section 9) in this manual will outline how and through whom you are to ship. You will be regularly updated as to what freight companies are acceptable. This will be strictly enforced.

**6. Can we leave our own hang tags or identification on the product or packaging?** Not on Orvis private label products. If branded products are being purchased, your hangtags must be approved by the Orvis product developer and by the Orvis technical design department.

**7. The purchase order I received states this product is for the UK catalog and that we have to ship directly to them. What are the details for shipping and are there any labeling or packaging differences for this catalog?** Refer to the International Routing guide in this manual. UK production shipments are to follow the same packaging and labeling requirements. Contact Wendy Ripley, Import Traffic Manager with additional questions: Telephone: 802-362-8763, E-mail: [ripleyw@orvis.com](mailto:ripleyw@orvis.com)

**8. What is Quality Fast Track? What enables Vendors to become eligible for Fast Track?**

Fast Track is a term Orvis uses to describe a purchase order, inspected at the vendor/factory level using Orvis’ quality standards, that in turn bypasses normal statistical quality auditing in Roanoke.

Purchase Orders that bypass normal QAD inspection are processed and stocked faster, helping us achieve fill rate and dock-to-stock goals.

Successful Quality Fast Track and Vendor Compliance POs get to our customers faster.

Quality Fast Track + Vendor Compliance = Total Fast Track

Vendor Compliance will help achieve dock to stock goals.



If Quality Fast Track is successful passing receivers the same day as received, but there is a Vendor Compliance violation, that shipment stops. Vendor Compliance violations can include inaccurate packing slips, wrong or no barcodes, and/or packaging problems.

Our goal is to have our Quality Fast Track vendors comply 100% with our Vendor Compliance standards, enabling shipments to go from dock to stock in Roanoke without any problems. That is Total Fast Track.

Vendors who wish to become eligible for Fast Track status must first display consistent adherence to vendor compliance guidelines, product quality standards, and fulfillment expectations.

## Minimum Construction Standards

Minimum construction standards are presented as a guide for all garments in general. Incorporating these standards into the approval and fit samples will expedite sample turn around time and reduce the number of samples needed for approval. All merchandise shipped to ORVIS must conform to these standards. Any exceptions are to be approved in writing by the Technical Design department.

### FABRIC:

1. Fabric is to be first quality. No seconds or irregulars are to be used.
2. Fabric is to be compatible with buyers' approved swatches for color, hand feel, finish, weight, count, and care instructions, and as stated on the purchase order.
3. Fabric must comply with Performance Standards as supplied by ASTM or ASTCC and ORVIS. See Section 3 outlining these standards.
4. Fabric documentation, as supplied by the mill, is to include shrinkage and colorfastness, and is to be attached to the photography sample submitted to Orvis.
5. Garments made from napped or one way fabric should be cut with all pieces within the garment in the same direction.
6. All grainlines of the garment, lining, and interfacing must remain as established within the approved specification garment for all grading, marking, cutting, and sewing.
7. For sweaters: the weight per dozen of each production garment must conform to the weight of the approved sample and/or final specifications, with a general tolerance of 1 lb. (+/-) per dozen.
8. Knitted fabrics must be spread tensionless or allowed to fully relax before markers are positioned for cutting.

### FINDINGS AND TRIMMINGS:

1. The fabric, trimmings, and thread must all have a compatible shrinkage tolerance.
2. Thread: Only polyester core or spun polyester may be used for main construction seams. Monofilament thread is not allowed in any part of the garment. Coats Thread is Orvis's approved thread supplier unless otherwise specified in the Tech Pack.
3. Metal findings: Must be rust resistant.
4. Zippers: Must be first quality. Must lie flat when closed. Must set smoothly and be snag-free when operated.
5. Buttons: Must be sewn securely. Must not come off when pulled with normal pressure, and must have no thread ends longer than 1/8". All four(4) hole buttons are to be attached with cross-stitch process unless approved by Technical Design. Buttons are to be compatible with care method. Dye stuff or coloring must not chip or bleed when cleaned or washed. Buttons should have thread wrapped shanks when listed on Tech Pack. **If extra buttons are required, quantity, method of application and placement will be designated in Tech Pack.** The Orvis designated button supplier is Titan.
6. Trims: are to be colorfast, compatible for shrinkage, and must not bleed onto shell fabric when washed or cleaned.
7. Thread loops: Are to have knotted ends and to be securely sewn into seams to prevent pulling out.
8. Hooks and eyes/Snaps: Must be securely sewn on. Staple-type hook and eye closures must have interlined backing. Thread eyes are to be proper size so as to function properly. On outerwear or rugged legwear, clamp-set snaps are to be spring loaded.
9. Belts: That come with garments must be compatible with the whole garment for care performance.
10. Elastic: Must be compatible with care instructions of the garment. Must be the proper width and have sufficient stretch recovery for garment's final use. The elastic that has been approved in the final approval garment must be the same that is used in production—NO EXCEPTIONS.
11. Shoulder pads: To be covered with self or lining fabric that blends with the shell and as designated in the Tech pack.

- CONSTRUCTION:** It is imperative that thread tensions on all machines be adjusted for individual fabrics. All seam lines must appear smooth and not be puckered or pulled. Seam lines are to be straight and consistent, not wavy and irregular.
1. No exposed raw edges are allowed, inside or outside the garment, unless this is a styling detail, which will be indicated on the tech pack.
  2. Seaming: Woven goods are to be single needle, safety stitched, or mock safety stitched. 3-thread serge or merrow stitch is not allowed on any main construction seams. Knit goods are to be 3 or 4 thread merrow or overlock.
  3. Seam ends: Must be contained in a hem or facing. May be spot or bar tacked, or back latched according to the type of garment.
  4. Buttonholes: All buttonholes are to be densely stitched so as to eliminate raw edges or threads in buttonholes. Tailored jackets must have keyhole button-holes. For sweaters, buttonhole stitch density must be compatible with the gauge.
  5. Buttonsew: As specified in Findings and Trimmings section, comment #5.
  6. Stay tape: Required on all seams where excessive stretching may occur during construction or pressing.
  7. Elastic: If elastic is set in free-floating manner, it must be fastened in at least two points to prevent rolling. Elastic may not be exposed except in intimate apparel or loungewear. Must be properly set so that cracking does not occur when seams are fully extended.
  8. Neck openings: Whether linked, overlocked, or crocheted, must have sufficient extension and recovery to go over an adult head without excessive straining. Minimum of 23" total circumference is required for women's; 25" total circumference is required for men's.
  9. Sweater floats: Must be tucked at 1" to 1 1/2" intervals on the reverse side to avoid picking.
  10. Pocket bags: For size and placement, see Tech Pack for details.
  11. Hems: Must be parallel to the floor (unless Tech Pack specifies a shaped hemline). Patterns must be adjusted prior to production to correct unevenness due to fabric/bias stretch. Must be finished with either tape, overlock, or clean finishing details. Shirrtail hems and other outside stitched hems must be evenly turned and stitched with no puckering or roping.
  12. Facings: After laundering or dry cleaning, the edge must not become frayed. Width and shape of the facing for the neck area should extend inside the garment far enough to prevent the liner from being visible when a garment is closed and hanging on a hanger. Facings large enough to flap loosely inside a garment must be secured by hidden stitches or tacked at the seam points.
  13. Rolled collars: Must cover the neckline seam.
  14. Waistbands: Must be finished by either turning under the raw edge and topstitching close to the band seamline or by binding the raw edge with seam tape and topstitching to secure band.
  15. Linings: Jackets must have a minimum ease of 3/8" doubled in body length and sleeve length. Bottom linings should be cut with an additional 1" of ease over the body hip measurement. Skirt and pant lining hems must be clean finished.
  16. Belt loops: Must be sewn into waist seam and bartacked at top unless style dictates otherwise. Loops must be free of raw edge fraying. Tech Pack will list required **FUNCTIONAL** opening measurement. Loop excess on inside must be trimmed to 1/4" maximum.
  17. Interlining: Must be compatible for shrinkage and care performance of garment. Color must not show through to face of garment. Fusibles must be compatible for hand feel and finish. Must not bleed through to garment face. Must not delaminate when washed or dry cleaned.
  18. Plaid and stripe match: At center front and center back, stripes must match horizontally and match each other side-to-side. Sideseams must match horizontally. On sleeves, cuffs, and facings plaids and stripes must match each other. On jackets, sleeves are to match body. Collars must be balanced at the points. Pockets must match vertically and horizontally to body fabric unless otherwise specified by tech pack.
  19. Factory must cast off at least 3/4" before fully fashioning the armhole, which applies to both the body panel and the sleeve panel.
  20. If specified in tech pack, elastic tape must be added to the shoulder seams of all sweaters and knits to prevent the shoulders from stretching.

# Sewing

<b>STITCHING STANDARDS:</b> Skip stitching is unacceptable.	
Type	Minimum Stitches per Inch
Lock Stitch	12-14
Chain Stitch	12-14
Overlock	12-14
Safety Serge	10-12
Mock Safety	10-12
Blind Stitch	4-5
Coverstitch	10-12
Linking	compatible with gauge and yarn size

# Pressing

1. Garments are to be crisply pressed, with no pressed-in wrinkles.
2. Care is to be taken so overpress or seam impressions do not occur, particularly at lapel points, flap corners, etc.
3. Pant leg creases must be firmly pressed on a straight grain. Center the crease on front and back legs from bottom to knee, with crease ending in first pleat on pleated styles.
4. Linings must be pressed without wrinkles, shine, or watermarks.
5. Rib trim is to be steam relaxed to natural knitted width.
6. Knit garments are to be fully steamed, framed or flat.
7. Sweaters must be pressed and blocked for the size as knitted, and must not be stretched into a larger size during pressing.

# General Appearance and Packaging

1. Merchandise must be clean, with no stains, soilage, holes, or damages.
2. No excess threads inside or outside the garment.
3. Must be packaged according to standard. See Packaging section.

# Inspection

All incoming shipments are subject to a random sampling inspection at ORVIS in Roanoke, VA, based on our quality standards and specifications. This inspection is not designed to take the place of inspection procedures needed during production by the supplier.

**NOTE: NO DEVIATIONS FROM THE MINIMUM CONSTRUCTION STANDARDS ARE PERMISSIBLE UNLESS AUTHORIZED BY THE TECHNICAL DESIGNER AND SPECIFIED IN THE PRODUCT SPECIFICATIONS.**

# Fabric Overbuys and Information

1. At the beginning of each season, fabric minimums are requested by Sourcing and put in our Product Information Sheets.
2. Control Buyers should be cutting purchase orders to use most of the fabric.
3. If there is a significant fabric overbuy (100 yards or over), suppliers must get the approval from Orvis to overbuy the fabric.  
The only people who can approve a fabric overbuy are Ron Smith, Chris Reid and Barbara Lettenberger.
4. Sourcing is maintaining a log of approved fabric liabilities.
5. Chris Reid or Barbara Lettenberger will request a list of Orvis approved fabric liabilities quarterly.
6. In order for goods to be considered Orvis' liability it must be on the Sourcing approved fabric liabilities, or you must have an e-mail from Ron Smith, Chris Reid or Tiffany Teaford with their approval.
7. It is the intention that these fabric balances will be utilized in the following season or cut up for Outlet.

## **Orvis also requires swatchcard information on all items. This is a requirement for ALL vendors.**

The object of asking for this information is two fold:

1. Orvis will be advised of and track factories making Orvis products. In the event that a factory is changed, Orvis must be advised and approve/acknowledge the change. You need to ensure that Orvis is seeing a first sample from that factory and that the sewing and quality is approved by us. Once the initial sample is approved, only then can you proceed with production and TOP submittal.
2. Fabric mills making our fabric must be tracked. We are to be notified when there is a change in the mill supplying fabric to you for Orvis product. Approval samples must be sent to Sourcing for review with Technical Design and Merchandising. Sourcing will approve the new fabric resource. Orvis is making it mandatory that with all new products a swatch and a swatch card (see swatchcard below) be filled out and sent in to Liz Frederick for our fabric library. If an item repeats a second year we will take the information from this swatch card to update our main database. As always for repeat fabrics we will need new colors sent in for our library.

<b>Orvis Fabric Information</b>	
<b>Orvis Item Numbers:</b>	
Orvis Fabric name:	
Fabric Mill:	
Mill Contact name: Email and/or phone:	
Fabric quality/style number:	
Fabric cost per yard:	
Fabric content:	
Fabric construction:	
Fabric width:	
Fabric weight:	



# Performance Standards Soft Goods | Section 3

## **PERFORMANCE STANDARDS REQUIREMENTS**

Outlined in this section are our general requirements for performance standards.

Failure to comply will result in chargebacks.

# Performance Standards for Knits

TEST	TEST METHOD	CRITERIA	MIN. STANDARD
<b>COLORFASTNESS PROPERTIES</b>			
To Washing	AATCC 61-2A	Color Staining	Class 4.0
		Color Change	Class 3.0
To Dry Cleaning	Comm. Dry Clean	Color Change	Class 4.0
To Crocking	AATCC8/116	Dry	Class 4.0
		Wet	Class 3.0
<b>DIMENSIONAL STABILITY</b>			
Machine Washing-3MW	AATCC 135	Length	6.0%
		Width	6.0%
Dry Cleaning	AATCC 158	Length	3.0%
		Width	3.0%
Hand Washing	1 Hand Wash	Length	3.0%
		Width	3.0%
<b>COMPOSITION REQUIREMENTS</b>			
		Single Fiber	Must be 100% - No foreign fiber
		Multi Fiber	3% of stated fiber content
<b>BURSTING STRENGTH (GENERAL KNITS)</b>			
	ASTM D3786	40 psi	<3.4 oz/sq.yd
		55 psi	>3.5 oz/sq.yd
<b>PILLING RESISTANCE (GENERAL KNITS)</b>			
	ASTM D3512		Class 4.0 @ 30 min.

# Performance Standards for Sweaters

TEST	TEST METHOD	CRITERIA	MIN. STANDARD
<b>COLORFASTNESS PROPERTIES</b>			
To Washing	AATCC 61-2A	Color Staining	Class 4.0
		Color Change	Class 3.0
To Dry Cleaning	Comm. Dry Clean	Color Change	Class 4.0
To Crocking	AATCC8/116	Dry	Class 4.0
		Wet	Class 3.0
<b>DIMENSIONAL STABILITY</b>			
Machine Washing-3MW	AATCC 135	Length	6.0%
		Width	6.0%
Dry Cleaning	AATCC 158	Length	3.0%
		Width	3.0%
Hand Washing	1 Hand Wash	Length	3.0%
		Width	3.0%
<b>COMPOSITION REQUIREMENTS</b>			
		Single Fiber	Must be 100% - No foreign fiber
		Multi Fiber	3% of stated fiber content
Seam Performance Properties	ASTM D1683 (Mod.)		30% elongation or 6 lbs tension
Pilling Resistance (General Sweaters)	ASTM D3512		Class 4.0 @ 30 min.

# Performance Standards for Wovens

TEST	TEST METHOD	CRITERIA	MIN. STANDARD
To Washing	AATCC 61-2A	Color Staining	Class 4.0
		Color Change	Class 3.0
To Dry Cleaning	Comm. Dry Clean	Color Change	Class 4.0
To Crocking	AATCC8/116	Dry	Class 4.0
		Wet	Class 3.0
<b>DIMENSIONAL STABILITY</b>			
Machine Washing-3MW	AATCC 135	Length	6.0%
		Width	6.0%
Dry Cleaning	AATCC 158	Length	3.0%
		Width	3.0%
Hand Washing	1 Hand Wash	Length	3.0%
		Width	3.0%
<b>TENSILE STRENGTH (GENERAL WOVENS)</b>			
	ASTM D5034	20 lbs/in	<3.4oz/sq.yd
		30 lbs/in	3.5 - 5.0 oz/sq.yd
		40 lbs/in	>5.0 oz/sq.yd
<b>TEAR STRENGTH (GENERAL WOVENS)</b>			
	ASTM D1424	1.5 lbs	<3.4oz/sq.yd
		2 lbs	3.5 - 5.0 oz/sq.yd
		3 lbs	>5.0 oz/sq.yd
<b>YARN SLIPPAGE (GENERAL WOVENS)</b>			
	ASTM D434	15 lbs @ ¼"	<3.4oz/sq.yd
		20 lbs @ ¼"	3.5 - 5.0 oz/sq.yd
		25 lbs @ ¼"	>5.0 oz/sq.yd
<b>PILLING RESISTANCE (GENERAL WOVENS)</b>			
	ASTM D3514		Class 4.0 @ 300cycles

# Terminology

**Abrasion**- The wearing away of any part of the fabric by rubbing against another surface.

**Abrasion Resistance**- A consistent measure of a fabric's ability to resist surface wear using set abrasants, testing conditions, procedures, and methods of evaluation.

**Blend**- A yarn obtained when two or more types of staple fibers are joined in the textile operation for producing spun yarns.

**Breaking Load (strength)**- The minimum force required to rupture a fiber (expressed in grams or pounds).

**Bursting Strength**- The amount of pressure required to rupture a knit fabric.

**Colorfastness**- The resistance of fabrics to color change.

**Colorfastness to Bleach**- The resistance of color of fabrics to the action of bleach baths (chlorine and non-chlorine).

**Colorfastness to Crocking**- The color transfer from one colored textile material to another by rubbing.

**Colorfastness to Dry Cleaning**- The resistance of the color of textiles to dry cleaning. The solvents used in the dry cleaning process can cause loss of transfer of dye.

**Colorfastness to Laundering**- The ability of a fabric to withstand the effects of laundering. Includes evaluation of shade change and staining.

**Colorfastness to Perspiration**- The ability of a fabric to withstand the effects of contact with artificial perspiration.

**Colorfastness to Water**- Refers to the resistance to color change when dyed, printed or otherwise colored yarns and fabrics are exposed to water.

**Courses**- The horizontal rows in a knit fabric.

**Dimensional Stability**- The increase or decrease in the length or width of a fabric. An increase in the dimensional stability is called "growth" and a decrease is called "shrinkage."

**Elastic Recovery**- The ability of a fiber, yarn, or fabric to return to its original length after the tension that produced elongation has been reduced.

**Fabric Type**- The specific name of the weave or knit of the fabric (jersey, tricot, pique).

**Fabric Weight**- The weight of a fabric expressed as a mass unit such as ounces per square yard. May be a measure of fabric quality and is helpful in comparing two similar fabrics.

**Fiber**- A unit, either natural or man-made, which forms the basic element or "building block" of fabrics and other textile structures.

**Filling (Filler) or Weft** - The horizontal threads in a woven fabric.

**Flammability**- A fabric's burning characteristics.

**Knit Fabric**- A fabric structure made by interlooping yarns.

**Piece Goods**- Fabric before it is made into garments.

**Pilling Resistance**- A measure of the resistance to the formation of pills on a fabric.

**Pills**- Bunches or balls of tangled fibers on the surface of a fabric that are held to the surface by one or more fibers.

**Seam Slippage**- The amount or degree a fabric pulls away at the seam.

**Seam Strength**- Relates to the force required to break the stitching thread at the line of stitching.

**Seam Type**- The specific name of the seam used (plain, over edge, flat-felled).

**Size Verification**- A measure of a garment to assure that it meets the correct measurements for its size.

**Staining**- The effect of a dyed fabric transferring its color to an adjacent fabric during laundering.

**Stitch Count**- The number of stitches per inch in a seam or line of stitching.

**Stretch and Recovery**- The ability of a fabric to return to its original size after being stretched and held with a load.

**Tear Resistance**- A measure of a fabric's ability to resist tearing.

**Tearing Strength**- The force required either to start or continue a tear in a fabric under specified conditions (expressed in either pounds or grams).

**Tensile Strength**- The force required to break a fabric when it is under tension.

**Thread Count**- The number of ends (warp) or picks (filling) per inch for woven fabrics, or the number of wales (length) or courses (width) per inch for knit fabrics.

**Wales**- The vertical rows in a knit fabric.

**Warp**- The vertical threads in a woven fabric.

**Woven Fabric**- Fabric composed of at least two sets of yarns, one warp (longitudinal) and one filling (crosswise), interlaced at right angles to each other.

**Yarn Size**- The thickness of a thread of yarn. May be helpful in comparing two similar fabrics or preproduction to production fabrics.





# Labeling

## Soft Goods | Section 4

### **LABELING REQUIREMENTS**

Consistent labeling is a mandatory part of the procedures for making garments for The ORVIS Company.

Orvis Main Labels are to be sewn in with top thread color matching label and bobbin color matching garment.

Orvis label suppliers are SML Bell and Avery Denison. Contact information for Domestic and Overseas vendors is supplied in this section.

**Every item must display a country of origin indication on the innermost or outermost packaging**

**FAILURE TO COMPLY WILL RESULT IN CHARGEBACKS.**

Inquire with Technical Design if labeling specifics are not listed on L & P pages of Tech Pack.

# Content/Country of Origin/Care Labels

Content label MUST list a complete breakdown of all cloth fibers in the garment. For example, a garment with a full lining, must list separately, the shell fibers, lining fibers and any fill/batting fibers. Please refer to Tech Pack for specifics. When fabric content contains a registered trademark fiber, the ® symbol must be included, for example, 100% Tencel®. If a garment ONLY has pocket bag with a separate fiber content from the shell fabric, it is NOT necessary to list the pocketing content on the garment label. If fabric content contains Rayon, Tencel®, Spandex, Lycra® or Micromodal, content label MUST list the corresponding UK fiber equivalent (see tech pack for details). Care instructions MUST be listed in this order: wash, bleach, dry, iron, professional care. All care instructions MUST have the corresponding international symbols after the written instructions, following this same order. The Country of Origin label must be a sewn in label. If the item of clothing contains the Orvis logo label, it MUST list the Orvis registered RN #70534.

## Nightwear Safety Regulations

**Orvis requirements include the labeling of nightwear for flammability.**

1. Nightwear (Safety) Regulations 1985 apply to nightwear including garments which are commonly worn as nightwear.
2. The Regulations apply to all persons who supply nightwear and garments used for a similar purpose.
3. Children's nightwear: ie garments for children over 3 months and under 13 years of age.
  - Nightdresses, dressing gowns and other similar garments commonly worn as nightwear must satisfy the flammability performance requirements specified in Clauses 3.1.1 and 3.2.1 of British Standard 5722.
  - Pajamas and cotton terry towelling bath robes do not have to comply with the flammability standard. However, they must carry a permanent label showing whether or not they meet the flammability standard.
4. Adults' nightwear
  - Adults' nightwear and garments commonly worn as nightwear must carry a permanent label showing whether or not they meet the flammability standard.

For example:

- bath robes
- negligees
- snuggle wraps.
- Nightwear which has been treated with flame retardant chemicals must carry the appropriate warning label about washing and suitability of the washing agent.

### **LABELING REQUIREMENTS, FLAMMABILITY PERFORMANCE**

1. Nightwear which does not meet flammability performance requirements must carry a label with the words:
  - “KEEP AWAY FROM FIRE” (in red letters)
2. Nightwear which meets the flammability performance requirements must carry a label with the following words:
  - “KEEP AWAY FROM FIRE” (in red letters).
3. All words must be in medium 10 point upper case .
4. You should note that children's nightdresses and dressing gowns which must meet the flammability performance requirements, still must carry a KEEP AWAY FROM

FIRE label.

### **WASHING INSTRUCTIONS**

1. Any nightwear which is treated with flame retardant chemicals must carry a label with the words: 'DO NOT WASH AT MORE THAN 50°C. CHECK SUITABILITY OF WASHING AGENT (in black letters).
2. The words must be medium letters of 6 point in upper case.

### **POSITION OF THE LABELS**

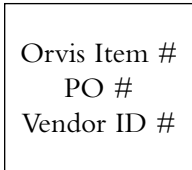
1. Labels showing flammability performance and washing instructions must be permanent and securely sewn into the garment.
2. The words may appear in a variety of positions providing that the information is not obscured by any other label or part of the garment. They may appear on:
  - a separate label on the inside of the neck of the garment; or
  - any label giving size details of the garment, in which case the wording must appear immediately below that information; or
  - a label immediately beside any other permanent label giving size details of the garment.
3. If both flammability performance information and washing instructions are required and are to appear on the same label the washing instruction warning must appear immediately below the flammability performance information.
4. The words must be in durable print and must appear on a label of sufficient – color contrast to enable them to be clearly seen.
5. You should note that:
  - If a loop label is used, we recommend that the flammability performance information should be given on the front of the label.
  - For pajamas, we recommend that the flammability performance information and any washing instruction warning should be given at least on the jacket of the garment.

**SIZE LABELS** The above labels may include the size, or you may choose to use a separate size label. We prefer woven, looped labels to match the ORVIS main label, although printed labels are acceptable for small orders. Petite sizes must have the letter “P” after the size. Women’s sizes must have the letter “W” after the size. For men’s garments, use “T” for Tall or “L” for long. Example: 10 12P SP 18W 44L XLT

**NECKBAND LABELS:** Whenever listed on the Labels & Packaging page of the Tech Pack, please include a neckband label. This must be woven and must include the content, country of origin, size, and ORVIS RN# on the side.

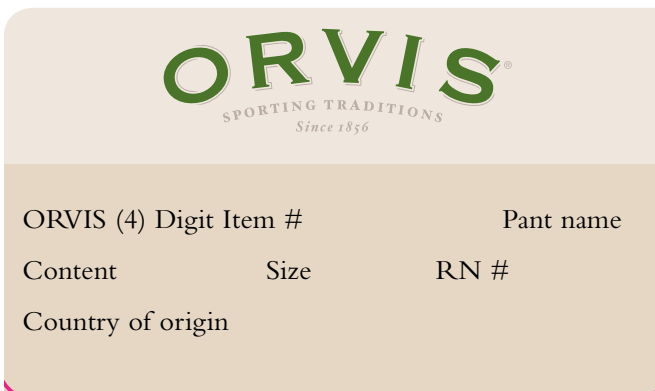


**ITEM# LABEL:** On a pellon label, put the Orvis item # and Orvis Purchase Order #. When multiple purchase orders are cut at the same time, only the first PO number is necessary to list on the item number label, in order to conserve space. The vendor ID # as shown below is optional. Placement of label to be indicated in the Tech Pack.



**WOMEN’S SWIMWEAR LABELS:** All women’s swimsuits must contain a hygienic liner—SML Bell prints these labels for Orvis and our vendors. The liner must state: NO REFUND IF HYGIENIC LINER IS REMOVED  
HYGIENIC LINER FOR FITTING PURPOSES | REMOVE FOR GENERAL USE AFTER FINAL PURCHASE

**JOKER TICKET:** Joker tickets are to be supplied by the vendor exactly as the example shows. They are to be 1½" x 2½" and placed as indicated on the Tech Package. Joker tickets must include the following and have exact placement on the ticket as shown in the example. Joker tickets must never be hand-written. Orvis item number must be listed as the (4) digit root number. Do NOT use the full (8) digit number.



**ORVIS LABEL SUPPLIERS**

Refer to technical design package for specific label and placement for each item.

Scott Morris  
SML Bell  
Customer Service Representative  
777 Main Street  
Lewiston, ME 04240  
United States of America  
direct line: 207 784 2961  
x203 Work  
Email: ScottMorries@sml.com

Additional Label and  
Hang Tag Vendor:  
  
Christie Betts  
Avery Dennison  
Account Specialist  
2025 16th Street  
Greensboro, NC 27405  
United States of America  
Phone: 336-553-2403  
ChristyBetts@averydennison.com



# Packaging

## Soft Goods | Section 5

### PACKAGING REQUIREMENTS

Continuity in packaging is a focus for ORVIS. This section will outline the specifics that we are requiring our vendors to follow. As always, we prefer to work with you and the parameters that your facility can produce.

**For specific packaging problems, please contact  
Technical Design and/or Product Development.**

ORVIS provides catalog fulfillment to our customer, retail stores, and dealers. Merchandise is picked directly from stock and shipped to our customer. With this in mind, vendors are to deliver merchandise in prepackaged units exactly as they are to be shipped to the customer.

All items require that packaging be sufficient for receiving, stocking, picking, handling, and shipping. You should discuss with your buyer such issues as having the ORVIS logo on boxing and packaging.

**Each ORVIS item must also have the following:**

1. Barcode type 128, subset B, no dashes between digits
2. Country of origin must be displayed on the outermost or innermost packaging of each individual item.
3. Child Warning labeling on all bags.
4. All poly bags MUST be securely taped or sealed shut to prevent garments from falling out.
5. The Orvis logo should appear on the FRONT of all poly bags, horizontally in relationship to the garment.

**FAILURE TO COMPLY WILL RESULT IN CHARGEBACKS.**

# Carton Specifications

Flat pack items (i.e. Shirts, sweaters, pants) will be received in cartons with the following specs:

21.5"L x 18.5" w x 11.5" H (inside dimensions) OR 21.5" L x 18.5" W x 6" H for smaller quantities.

Carton to weigh no more than 40 lbs.

Hanging garments that are more prone to wrinkles should be placed in an appropriate sized carton to assure proper presentation. If you have any questions, please contact Susan Smith at smiths@orvis.com.

All cartons to be plain 2 ply corrugated card board.

## Carton Labeling Examples

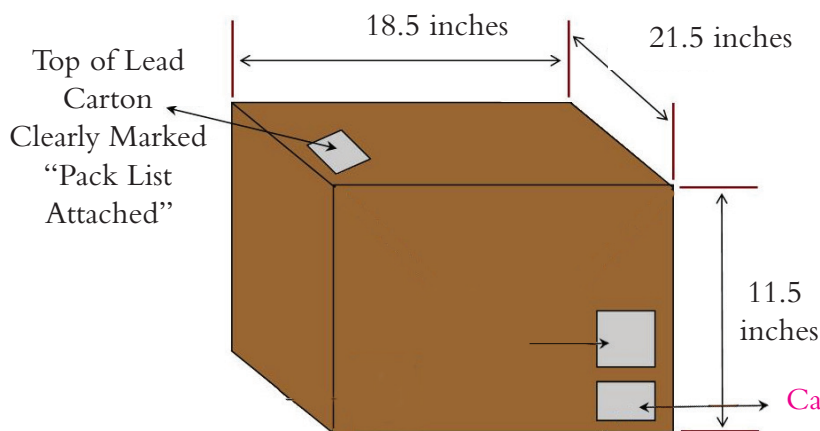
Carton labels are to be placed on the smaller end of the carton in bottom right corner.

Scannable 8-digit barcodes/product labels are required on the exterior of all cartons.

## Carton Number 1

Every PO is required to have a lead carton #1. A packing list must be included inside of carton #1 and affixed on the exterior of the carton. The top of lead carton #1 must be clearly marked "packing list enclosed." The packing list must have:

1. PO number.
2. Total number of cartons on the PO.
3. Orvis 8-digit style number listed for each carton.
4. Break down and summary by color and size SKU.
5. Total number of units in each carton.
6. Total number of units under each PO.
7. If Fast Track shipment, MUST be marked as such.



**Each carton in shipment is to have carton label and product code displayed on front end of carton in bottom right corner.**

**Case label and product label (barcode) on front of carton, bottom right corner**

# Shipping

Shipments within the USA must be neatly boxed, stacked on a standard 48" X 40", good quality pallets which are stacked no higher than 6 feet including the pallet, and shrink-wrapped with three layers of stretch wrap when LTL (less than truckload).

For larger, multiple PO shipments ship 1 (one) P.O. per pallet.

No straps or wire are to be used to secure cases or materials.

Only 1 (one) SKU per carton.(solid color, solid size)

Only one mixed carton will be allowed per shipment. Each mixed carton must be marked "mixed" and have Orvis barcode and quantity of mixed items marked on outside of carton.

## Case Label Format

**SAMPLE OF ACCEPTABLE UCC-128 CASE LABEL. Laser Size: 3½"x5", Thermal Size: 4"x6".**

Zone 1 →	<b>FROM:</b> Test Vendor 111 Test Test,VT 11111	<b>TO:</b> Orvis Company, Inc. 1709 Blue Hills Drive Roanoke,VA 24012
Zone 3 →	<b>Ship to Postal Code</b> (420) 24012	<b>Carrier Info:</b>  BOL:
Zone 5 →	<b>Purchase Order #:</b> SAMPLE01 <b>Orvis Item #:</b> 1234-5678 <b>Vendor Item#:</b> 8765-4321 <b>Vendor Desc:</b> SAMPLE ITEM DESCRIPTION <b>Quantity:</b> 25 <b>Carton 1 of 2</b>	
Zone 6 →	<b>SSCC #</b> (00) 0 0 12345 0000000021 2	

Zone 2

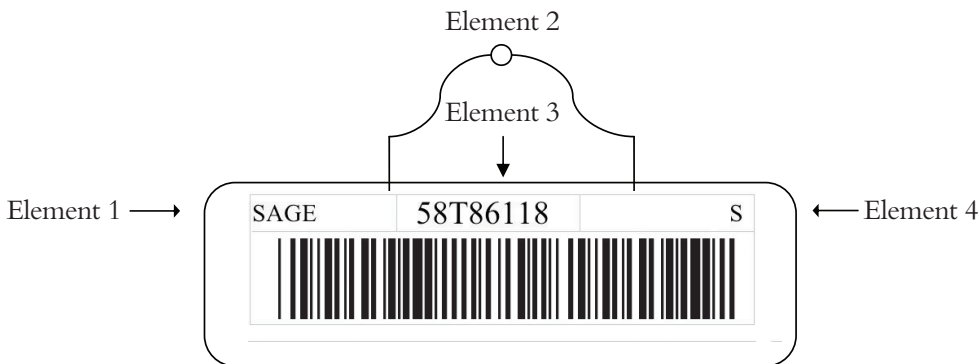
Zone 4

### CASE LABEL REQUIREMENTS:

- Zone 1: Ship From (Company name & address)
- Zone 2: Ship To (Distribution center name & address)
- Zone 3: Ship to Post Code
- Zone 4: Carrier Name & Bill of Lading Number (If not available, leave blank)
- Zone 5:
  - Orvis Purchase Order Number
  - Orvis Item Number
  - Vendor Item Number
  - Vendor Description
  - Item Quantity
  - Carton Number
- Zone 6: SSCC Barcode
  - The Serial Shipping Container Code or the SSCC is used throughout the supply chain as an entity identifier for item tracing and internal control.
- Vendor Company prefix must be on SSCC#.

# Product Label Format

## SAMPLE OF ACCEPTABLE 1/2" X 1 3/4" PRODUCT LABEL AND PRODUCT CASE LABEL REQUIREMENTS:



- Element 1: Orvis Item Color (If not available, leave blank)
- Element 2: Orvis Item Number Encoded (UCC 128)
- Element 3: Orvis Item Number (no dashes between digits)
- Element 4: Orvis Item Size (If not available, leave blank)

# Bill of Lading

Bill of lading supplied to the carrier must include all purchase order numbers and the proper description as per National Motor Freight Classification (NMFC). When shipping multiple POs on the same day they must be combined on one Bill of Lading, broken out individually.

EXAMPLE of Bill of Lading:

BILL OF LADING		
# of cartons	PO#	Weight
5	00-0001	250 lbs.
4	00-0002	200 lbs.
6	00-0003	300 lbs.
15		750 lbs. TOTALS

# Poly Bags

**Vendors will provide polybags for all Orvis products.** All polybags are to be 2.0 Mil polyethylene (unless otherwise stated) and be imprinted with approved Orvis logo. All bags are to be self-sealing. See branding section for logo specifications.

The following Polybags are approved for vendor use:

1. Strip n' Peel 9 3/4" x 14 1/2"
2. Strip n' Peel 12" x 16 1/2" (30 •cm x 42cm)
3. Strip n' Peel 15" x 17" (38cm x 43cm)
4. Strip n' Peel 17" x 19" (43cm x 48 •cm)
5. Strip n' Peel 25" x 19" (63 •cm x 48 •cm)
6. Garment bags: 21" x 4" x 72" 1 Mil- 250/roll and 21" x 4" x 54" 1 Mil 313/roll and 21" x 4" x 36 1 Mil 500/roll. No garment bags are to be heat sealed. The garment bag excess from the bottom of the garment to the bottom of the bag should not be less than 4" or more than 6".



# Child Warning Labels

We require that all plastic bags protecting the merchandise you send to ORVIS meet labeling requirements for child suffocation warnings. Though the USA/OUS regulations vary from state to state, in order to ensure safe handling of plastic bags by our customers, and to protect your interest and ours, we require that the appropriate warning be displayed on every every poly bag that is less than two millimeters thick and has an opening of five inches or more.

Please use the following or similar statement:

**WARNING: KEEP THIS BAG AWAY FROM BABIES AND CHILDREN. DO NOT USE IN CRIBS, BEDS, CARRIAGES OR PLAYPENS. THE THIN FILM MAY CLING TO NOSE AND MOUTH AND PREVENT BREATHING.**

The size of the printing of the warning on the plastic bag must adhere to the chart listed below.

Total length and width of bag	Type size of warning
60 inches or more	24 point
40 to 59 inches	18 point
30 to 39 inches	14 point
25 to 29 inches	10 point

**Orvis does not supply these warning labels.**

## Barcode, Retail Tags, and Placement

All merchandise must be individually barcoded with a scannable 128, subset B eight digit barcode (See Standards for ALL Vendors, Packaging, Section 2). If item is not bagged, then barcode must be on the outer individual carton/packaging. Each unit of merchandise must have an identifying pressure sensitive label, showing the Orvis 8-character (no dashes) SKU number on each individually packaged unit.

**Retail Labeling Versus Barcode Labeling** Some Orvis items are for retail stores only. Use the following instructions if you receive Retail Tickets.

### INSTRUCTIONS FOR ATTACHING ORVIS STORE TAGS TO MERCHANDISE

Use an attach-it gun for the section which has the hole. The plastic fastener should pass through this hole and into the appropriate label, loop, etc. The other part has adhesive on the back. Place this part where you would normally place the barcode.

**All retail tickets must be visible through the packaging.**

For self-contained items, place the sticky retail ticket on the outside of the carton. For items in a poly bag, place the sticky retail ticket at the bottom right hand corner of the bag.

For soft goods in a poly bag and the item has a care/content label, attach the retail hangtag with an attach-it gun through the label, then place the sticky part of the label on the outside.

**Blouses, sport coats, sweaters, vests, sweatshirts, turtlenecks, skirts, outerwear, hats, scarves, mittens and gloves:**

Attach the hang tag through the care/size label or the Orvis label, then place the sticky part of the label on the outside of the polybags where you would normally place the barcode. Pants should have the retail ticket attached at the side seam or on the belt loop so that it shows through the poly bag.

**Belts:** Use a securatach or tachit loop and attach the label through the buckle.

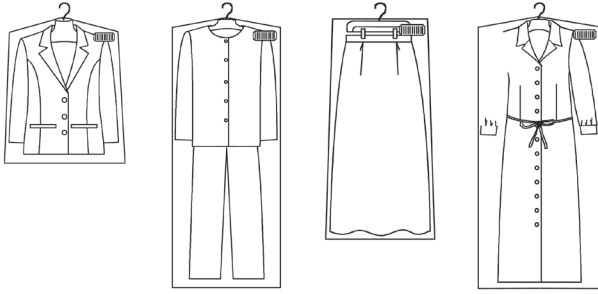
**Handbags:** Use a securatach or tachit loop around the strap.

**Leather gloves/mittens:** Lay entire ticket face-up inside

Barcode is to be fixed on the upper right corner of the bag for hanging garments and on the lower right of the bag for folded garments.

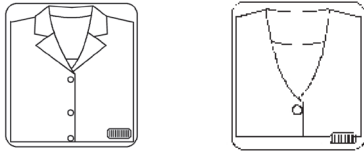


**PACKAGING WOMEN'S ITEMS**

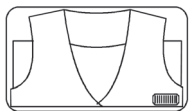


**Women's Hanger Items.** Items that Product Development designates to be hung must be hung on ORVIS-approved hangers. (No wire hangers allowed.) These garments are to be flat packed with hangers attached to the inside of the carton to prevent shifting and wrinkling during transportation. Barcodes are to be placed on the upper right corner of the hanger bag. Garments that are hung in sets must be placed in the same bag and the hangers must be clipped together (no rubber bands) as designated on the Tech Package.

Note: Sets that are flat packed must be folded separately and bagged in the same bag together.



**Women's Shirts and Blouses.** Shirts and blouses to be shirt folded. Spec package will designate stand up by packaging materials. Barcodes are to be on the lower right hand corner of the polybag.



**Women's Vests.** Vests are to be half folded or shirt folded. Barcodes are to be on the lower right hand corner of the polybag. Suede and leather vest can never be folded.



**Crease Fold, Women's**



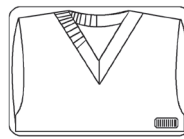
**Book Fold, Women's**

**Women's Pants, Shorts and Skorts.** Pants will be book folded or crease folded. Barcode to be on lower right corner of polybag.

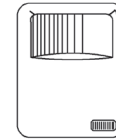


**Women's Polos, T-Shirts.** These items will be shirt folded. Barcode to be on lower right corner of polybag.

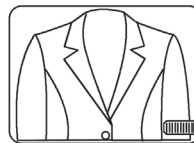
Heavy Gauge Sweaters



Fine Gauge Sweaters

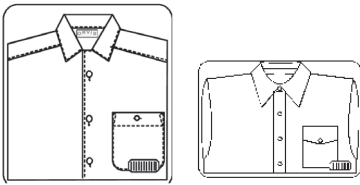


**Women's Sweaters.** Heavier gauge sweaters, 0 GG thru 5 GG are to be half folded with the sleeves to the back. Finer gauge sweaters and sweatshirts are to be shirt folded. Barcode to be on lower right corner of the polybag.

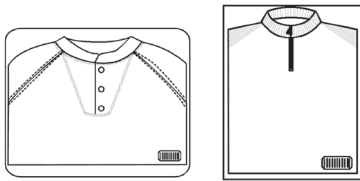


**Women's Jacket's (non-hanging).** Non-hanging jackets are to be half folded. Barcode to be on lower right corner of polybag.

## PACKAGING MEN'S ITEMS



**Men's Shirts.** Men's shirts are to be shirt folded or half folded with the sleeves to the back. Spec pack will designate stand up by packaging materials. Barcode to be on lower right corner of polybag.



**Men's Sweaters.** Heavier gauge sweaters, 0 GG thru 5 GG are to be half folded with the sleeves to the back. Finer gauge sweaters and sweatshirts are to be shirt folded. Barcodes to be on lower right corner of the polybags.



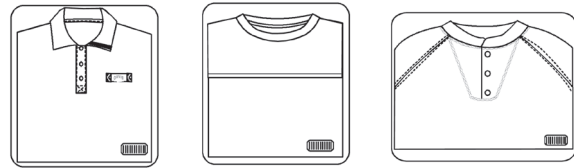
**Crease Fold,  
Men's**



**Book Fold  
Men's**

### Men's Pants and Shorts

Pants and shorts will be crease folded or book folded with the joker ticket face up. (see labeling section of this guide for information listed on joker ticket.). Triple fold the leg up (for pants) and half fold if leg length allows (for shorts) towards the waistband to fit the bag. All men's bottoms should have the waistband left open and zipper unzipped to allow the alligator clip placement at the crease/grainline to secure. Barcode to be on the lower right hand side of the polybag.



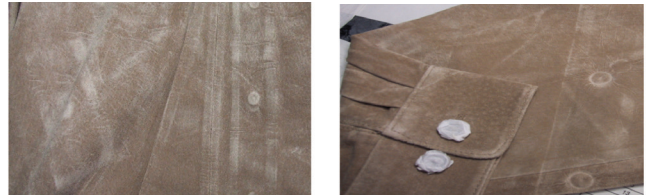
### Men's Polos, T-Shirts, Knits, and Sweatshirts

These items are to be shirt or half folded with sleeves to the back. Barcode to be on lower right hand corner of polybag.



**Men's Hanger Items.** Men's sportcoats/blazers are to be on Orvis approved wooden hangers. (No wire hangers allowed.) These items are to be in Orvis approved hangerbags and flat packed. Hangers are to be attached to inside of carton to prevent shifting and wrinkling during transport. Barcode to be on upper right hand corner of hanger bag.

## LEATHER AND SUEDE ITEMS



Leather and Suede (men's and women's) items are to be on Orvis approved wooden hangers unless otherwise stated in the Tech Package. These garments are to be sealed in Orvis approved garment hanger bags. Flat packed items must be laid flat and smooth in the appropriate sized bag with the sleeves toward the back. Buttons, button backings, zippers, and all other accessories on the garments, or anything that could possibly leave an impression/imprint on the garment must be covered, usually with tissue paper or cardboard. Any imprints/impressions will result in chargebacks or RTV's. Barcodes to be placed on upper right hand corner of the bag.

**DOMESTIC VENDORS** (products manufactured in the United States of America) will be required to purchase the above items from the respective vendors. This insures consistency with all product packaging materials and costs. Any deviations from the above specifications will result in vendor chargebacks (ie. time for repack, cost of repackaging products, etc).

**NON DOMESTIC VENDORS** (products manufactured other than in the United States of America) can source these items through their own channels in the country of origin. The packaging products will strictly adhere to the above specifications. Any deviations will require prior approval or result in vendor chargebacks (ie. time for repack, cost of repackaging products, etc).

# Packaging Materials and Vendors

## VENDORS

### Po Kong Offset Printing Co.

#### Mr. Fung

Unit K, 20/F, Blk. 2, Golden Dreacon  
Ind. Center,  
162-170 Tai Lin Pai Rd., Kwai Chung,  
N. T., HK.  
Tel: 852-2728 8928  
Fax: 852-2387 0936  
pokongoffset@incnets.com

### Tarheel Paper Company

#### Billy Pinnix

455 Hollie Drive  
Martinsville, VA 24113  
888-393-9353

### Veritiv Corporation/XPEDX

#### Scott Raker

Industry representative  
Package Solutions  
(540) 375-4460  
(540) 915-2054  
Scott.Raker@veritivcorp.com  
1885 Apperson Drive  
Salem, Virginia  
veritivcorp.com

### National Hanger Co.

#### Nancy Pogue

276 Water Street  
North Bennington, VT 05257  
800-445-7519  
nancyp@nahanco.com

### Source4

#### David Wilson

4721 Starkey Road  
Roanoke, VA 24014  
540-989-6848

### Poly-Pak

#### Adam Kugler

125 Spagnoli Road  
Melville, NY 11747-3501  
800-969-1995  
Domestic and Non-Domestic  
akugler@poly-pak.com

Item	Item Specs	Vendor - Please see above for contact information
Wooden Shirt/Dress Hangers	17" Flat Hanger ½" thick Walnut Lacquer finish Polished brass swivel hook "Orvis" logo, Pad print, gold	National Hanger
Wooden Flat Skirt Hanger	14" flat skirt hanger ½" thick Walnut Lacquer finish Polished brass swivel hook "Orvis" logo, Pad print, gold	National Hanger
Wooden Contour (concave) Hanger	17" Contour (concave) hanger ½" thick Walnut Lacquer finish Polished brass swivel hook "Orvis" logo, Pad print, gold	National Hanger
Plastic Shirt Hanger	17" Plastic shirt hanger Clear Heavy duty notched shoulders "Anti-stain" clear protective cushions Polished steel swivel hook	National Hanger
Plastic Pant Hanger	14" Plastic pant hanger Heavy duty polished steel clips "Anti-stain" clear protective cushions Polished steel swivel hook	National Hanger
Wooden Contour (concave) Hanger	17" Contour (concave) hanger 1" thick Walnut Lacquer finish Polished brass swivel hook "Orvis" logo, Pad print, gold	National Hanger



**CONTACT NATIONAL HANGERS FOR WOODEN  
AND PLASTIC HANGERS. YOU NEED TO  
ALLOW UP TO FOUR MONTHS LEAD  
TIME FOR WOODEN HANGERS.**

**ORVIS WOODEN GARMENT HANGER**



**Flat Top Hanger**  
17" Long - Wood  
**Usage:**  
Woman's tops /  
Men's shirts  
100 per case



**Contoured Sport  
Coat/Jacket Hanger**  
17" Long - Wood  
**Usage:**  
Woman's /  
Men's sport coats /  
40 per case



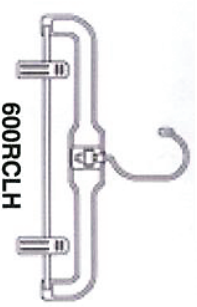
**Bottom Hanger**  
14" Long - Wood  
**Usage:**  
Woman's skirts  
100 per case

Call National Hangers at:  
1-800-426-4377 or  
1-802-447-1541

**FAX:**  
1-800-523-5896  
OR 1-802-447-3136  
1 the web: [www.nahanco.com](http://www.nahanco.com)



**Top Hanger**  
Clear Plastic, 17" Long  
**Usage:**  
Orvis Distribution Center  
100 per case



**Pant Hanger**  
Clear Plastic, 14" Long  
**Usage:**  
Orvis Distribution Center  
100 per case

**FOB USA:**  
National Hanger Company  
276 Water Street  
North Bennington, VT 05257  
USA  
Tel: 802-426-4377  
Toll Free: 800-426-4377






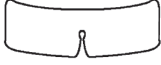

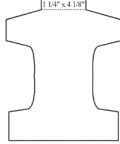


**FOB CHINA:**  
Nahanco/Honour Mass  
Paul Sha Wei San Lian  
Feng Gang, Dongguan  
Kwangtung, China  
Tel: 86-769-7751090  
Fax: 86-769-7752554

**TERMS:**  
NET 30 days with  
approved credit.  
Please fill out  
attached credit  
application.

**LEADTIME:** Please place hanger order as  
soon as possible. Shipping lead time varies

Call National Hangers at:  
1-800-426-4377 or  
1-802-447-1541

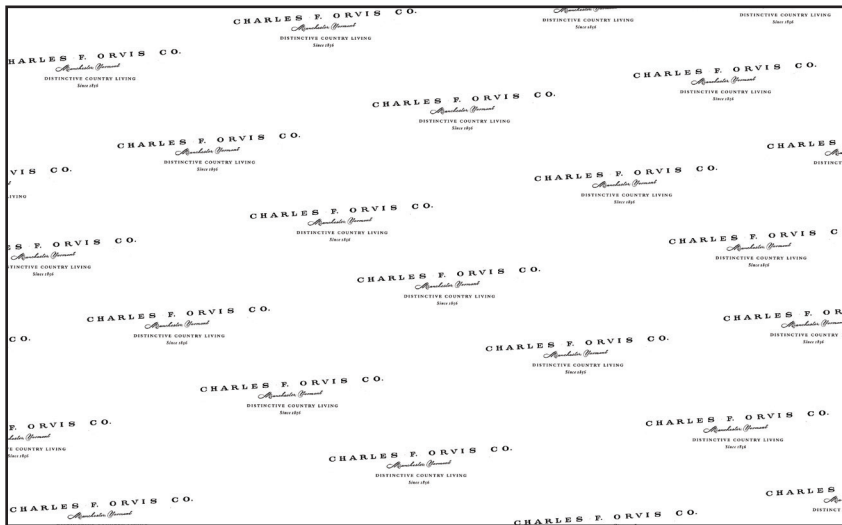
**FAX:**  
1-800-523-5896  
OR 1-802-447-3136  
1 the web: [www.nahanco.com](http://www.nahanco.com)

Item	Illustration	Item Specs	Vendor - Please see page 37 for contact information
Women's Plastic Collar Stay		17 <sup>5</sup> / <sub>8</sub> " x 1 <sup>7</sup> / <sub>8</sub> " - 11 slots XDM134B/Clear .010 Mil	
Women's Butterfly		3 <sup>1</sup> / <sub>2</sub> " x 1" XDMB1/Clear .010 Mil	
Women's Cardboard Collarboard		1" x 16" 8 perforations 1/2" apart .022 Mil White/gray	
Women's Shirtboard		8 <sup>1</sup> / <sub>4</sub> " x 13 <sup>7</sup> / <sub>8</sub> " Collar- 223" x 1 <sup>1</sup> / <sub>4</sub> "	
Women's Rounded Chipboard		9 <sup>1</sup> / <sub>2</sub> " x 11" .022 Mil White/gray	Xpedx
Men's Plastic Collar Stay		18 <sup>7</sup> / <sub>8</sub> " x 1 <sup>5</sup> / <sub>8</sub> ", <b>11 1/8" x 13 1/32"</b> #075 -.012 Mil 13 slots	
Men's Butterfly		3 <sup>1</sup> / <sub>2</sub> " x 1" #042/Clear .010 Mil	
Men's Cardboard Collarband		1 <sup>1</sup> / <sub>2</sub> " x 18" 7 perforations 1/2" apart .022 Mil White/gray	
Men's Shirtboard		11 <sup>1</sup> / <sub>8</sub> " x 14 <sup>1</sup> / <sub>4</sub> " Collar- 4 <sup>1</sup> / <sub>8</sub> " x 1 <sup>1</sup> / <sub>4</sub> " .025 Mil White/gray	
Men's Rounded Chipboard		11 <sup>1</sup> / <sub>8</sub> " x 13" .022 Mil White/gray	Xpedx
Orvis Logo Tissue Paper Art #3 See Section 5, page 34 or refer to Branding		SIZES AVAILABLE: 14" X 20" 20" X 30"	Po Kong Offset Printing Company Xpedx
Embossed Orvis Logo Paper		15" wide x 20" long or 9.5" X 14.2"	Po Kong Offset Printing Company

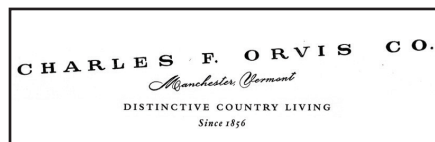
Item	Item Specs	Vendor - Please see page 37 for contact information
Alligator Clips	SPR-C 1.5" Clear	
Straight Pins	XPD 7865 1" Silver Ball Stick Pins 5M/CL	Tarheel Paper Company
Joker Tags- Plain	2½" x 1½" 100# tag with notches on a roll; no perforations between tags 4 color face.	Source 4 Avery Dennison
9¾" x 14½" Polybags	9¾" x 14½" strip n' peel self adhesive 2.0 Mil Polyethylene with child warning Bottom closure Recycle #4	Poly-Pak
12" x 16½" Polybags	12" x 16½" strip n' peel self adhesive 2.0 Mil Polyethylene with child warning Bottom closure Recycle #4	Poly-Pak
15" x 17" Polybags	15" x 17" strip n' peel self adhesive 2.0 Mil Polyethylene with child warning Top closure Bottom closure - used by Orvis Returns and what Poly-Pak stocks. Recycle #4	Poly-Pak
17" x 19" Polybags	17" x 19" strip n' peel self adhesive 2.0 Mil Polyethylene with child warning Top closure Bottom closure - used by Orvis Returns and what Poly-Pak stocks. Recycle #4	Poly-Pak
25" X 19" Polybags	24" X 16" strip n' peel self adhesive 2.0 Mil polyethylene with warning Top closure Recycle #4	Poly-Pak
21" x 4" x 72" Garment Bag	21" x 4" x 72" Polyethylene with child warning 1 Mil, 250/roll 21" x 4 x 36", 500/roll Recycle #4	Poly-Pak
21" x 4" x 54" Garment Bags	21" x 4" x 54" Polyethylene with child warning 1 Mil, 333/roll 1500 feet/roll Recycle #4	Poly-Pak



# How to get the file for printing:



Pantone 357U



## TISSUE FILE INFO

Photoshop eps file, ready to print at 100%.  
Please use white tissue stock, with  
Pantone 357u ink.

## FTP INSTRUCTIONS FOR DOWNLOADING FILES

1. Please locate the files you need by going to our ftp site. Using ftp linking software, either Fetch or Transmit, type this information in the fields window (type exactly what you see here because these are case sensitive):

ADDRESS: 12.33.242.18

USERNAME: orvis\ftpuser1

PASSWORD: 8972Vis

2. Locate the directories OUTGOING -

Orvis Tissue Printer f\_.sea.hqx

The folder contains compressed files to be opened w/ Stuffit Expander or compatible software. Click to open, or drag onto your desktop.

If you need to download any of the software noted here, you can do so at no cost by going to:

FETCH <http://fetchsoftworks.com/>

TRANSMIT <http://www.panic.com/transmit/>

STUFFIT EXPANDER <http://www.aladdinsys.com/> does not work but

[http://download.cnet.com/Aladdin-Stuffit-Expander/3000-2250\\_4-182.html](http://download.cnet.com/Aladdin-Stuffit-Expander/3000-2250_4-182.html) might work

## COLOR PROOFS MUST BE SENT TO THE ATTENTION OF DEB DOHERTY:

The Orvis Company, Inc.  
Creative Services Sunderland  
178 Conservation Way  
Sunderland, VT 05250-4465  
TEL 802-362-3622

dohertyd@orvis.com

**CFO TISSUE FILE**

CFO tissue paper is ONLY used for items that utilize the CFO logo labels (green ground with cream letters) and not the regular Orvis cream w/green.

Photoshop eps file, ready to print at 100%.

Please use white tissue stock, with Pantone 5535u ink.

See above for FTP downloading information.



Pantone 5535U





# Care Label

## Soft Goods | Section 6

### CARE LABEL TERMINOLOGY

This section provides acceptable care labeling terms and the ASTM guide to care symbols.

Failure to comply will result in chargebacks.

# Terminology

## WASHING, MACHINE METHODS

**Machine Wash-** A process by which soil may be removed from products or specimens through the use of water, detergent or soap, agitation, and a machine designed for this purpose. When no temperature is given, e.g., “warm” or “cold”, hot water up to 120°F can be regularly used.

**Warm-** Initial water temperature setting 105°F +/- 5°F (hand comfortable).

**Cold-** Initial water temperature setting 80° +/- 5°F (29°C).

**Do Not Have Commercially Laundered-** Do not employ a laundry which uses special formulations, sour rinses, extremely large loads or extremely high temperatures, or which otherwise is employed for commercial, industrial, or institutional use. Employ laundering methods designed for residential use or use in a self-service establishment.

**Small Load-** Smaller than normal washing load.

**Delicate Cycle or Gentle Cycle-** Slow agitation and reduced time.

**Durable Press Cycle or Permanent Press Cycle-** Cool down rinse or cold rinse before reduced spinning.

**Separately-** Alone.

**With Like Colors-** With colors of similar hue and intensity.

**Wash Inside Out-** Turn product inside out to protect face of fabric.

**Warm Rinse-** Initial water temperature setting 105°F +/- 5°F

**Cold Rinse-** Initial water temperature setting 80° +/- 5°F (29°C).

**Rinse Thoroughly-** Rinse several times to remove detergent, soap, and bleach.

**No Spin or Do Not Spin-** Remove material at start of final spin cycle.

**No Wring or Do Not Wring-** Do not use roller wringer, nor wring by hand.

## DRYING, ALL METHODS

**Tumble Dry-** Use machine dryer. When no temperature setting is given, machine drying at a hot setting may be regularly used.

**Medium-** Set dryer at low heat.

**Low-** Set dryer at low heat.

**Durable Press or Permanent Press-** Set dryer at permanent press setting.

**No Heat-** Set dryer to operate without heat.

**Remove Promptly-** When items are dry, remove immediately to prevent wrinkling.

**Drip Dry-** Hang dripping wet with or without hand shaping and smoothing.

**Line Dry-** Hang damp from line or bar in or out of doors.

**Line Dry in Shade-** Dry away from sun.

**Line Dry Away From Heat-** Dry away from heat.

**Dry Flat-** Lay out horizontally for drying.

**Block to Dry-** Reshape to original dimensions while drying.

**Smooth by Hand-** By hand, while wet, remove wrinkles, straighten seams and facings.

## IRONING AND PRESSING

**Iron-** Ironing is needed. When no temperature is given, iron at the highest temperature setting may be used.

**Warm Iron-** Medium temperature setting.

**Cool Iron-** Lowest temperature setting.

**Do Not Iron-** Item not to be smoothed or finished with an iron.

**Iron Wrong Side Only-** Article turned inside out for ironing or pressing.

**Steam Only-** Steaming without contact pressure.

**Steam Press or Steam Iron-** Use iron at steam setting.

**Iron Damp-** Articles to be ironed should feel moist.

**Use Press Cloth-** Use a dry or damp cloth between iron and fabric.

## DRY CLEANING

**Dry Clean-** A process by which soil may be removed from products in a machine which uses any common organic solvent (for example, petroleum) located in any commercial establishment. The process may include moisture addition to solvent up to 75% relative humidity, hot tumble-drying up to 160°F (71°C) and restoration by steam press or steam-air finishing.

**Professionally Dry Clean-** Use the dry cleaning process, but modified to ensure optimum results either by a dry cleaning attendant or through the use of a dry cleaning machine, which permits such modifications, or both. Such modifications or special warnings must be included in the care instruction.

**Petroleum, Fluorocarbon, or Perchloroethylene-** Employ solvent(s) specified to dry clean an item.

**Short Cycle-** Reduced or minimum cleaning time, depending upon solvent used.

**Minimum Extraction-** Least possible extraction time.

**Reduced Moisture or Low Moisture-** Decreased relative humidity.

**No Tumble or Do Not Tumble-** Do not tumble dry.

**Tumble Warm-** Tumble dry up to 120°F (49°C).

**Tumble Cool-** Tumble dry at room temperature.

**Cabinet Dry Warm-** Cabinet dry at room temperature.

**Steam Only-** Employ no contact pressure when steaming.

**No Steam or Do Not Steam-** Do not use steam in pressing, finishing, steam cabinets, or wands.

## BLEACHING





























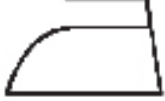












**Bleach When Needed-** All bleaches may be used.

**No Bleach or Do Not Bleach-** No bleaches may be used.  
**Only Non-Chlorine Bleach-** Use only non-chlorine bleach. Chlorine bleach may not be used.

cleaner who uses special leather or suede care methods.

**LEATHER AND SUEDE CLEANING**

**Leather Clean-** Have cleaned only by a professional

ASTM GUIDE TO CARE SYMBOLS																		
 <b>Wash</b>	<u>Machine wash cycles</u>  normal  permanent press  delicate / gentle  hand wash	<u>Water temperatures (maximum)</u> <table border="1"> <tr> <td>(200F) (160F)</td> <td>(143F)</td> <td>(120F)</td> <td>(70F)</td> <td>(65F-85F)</td> </tr> <tr> <td>95C 70C</td> <td>60C</td> <td>50C</td> <td>40C</td> <td>30C</td> </tr> <tr> <td>☼☼☼ ☼☼</td> <td>☼☼</td> <td>☼☼☼</td> <td>☼☼</td> <td>☼</td> </tr> </table>	(200F) (160F)	(143F)	(120F)	(70F)	(65F-85F)	95C 70C	60C	50C	40C	30C	☼☼☼ ☼☼	☼☼	☼☼☼	☼☼	☼	<b>Warning symbols for laundering</b>  do not wash  do not bleach  do not dry (used with do not wash)  do not iron
	(200F) (160F)	(143F)	(120F)	(70F)	(65F-85F)													
95C 70C	60C	50C	40C	30C														
☼☼☼ ☼☼	☼☼	☼☼☼	☼☼	☼														
 <b>Bleach</b>	 any bleach when needed  any non-chlorine bleach when needed																	
 <b>Dry</b>	<u>Tumble dry cycles</u>  normal  permanent press  delicate / gentle  line dry / hang to dry	<u>Tumble dry heat setting</u>  any heat  high  medium  low  no heat / air  drip dry  dry flat	<b>Additional instructions (in symbols or words)</b>  do not wring  do not tumble dry  in the shade (added to line dry, drip dry, or dry flat)  no steam (added to iron)															
	 <b>Iron</b>	<u>Iron - dry or steam</u>  200C (392F) high  150C (302F) medium  110C (230F) low																
 <b>Dryclean</b>	<u>Dryclean - normal cycle</u>  any solvent  any solvent except trichloroethylene  petroleum solvent only  do not dryclean	<u>Dryclean - additional instructions</u>  short cycle  reduce moisture  low heat  no steam finishing																



# Hazardous Materials Soft Goods | Section 8

## **ORVIS INVENTORY AND SHIPPING REQUIREMENTS FOR HAZARDOUS MATERIALS**

If the product or part of the product you sell to Orvis is classified as a hazardous material by the DOT or OSHA additional information is required.

The importance of proper identification of hazardous materials and compliance with DOT and OSHA regulations regarding the shipment of products classified as hazardous cannot be stressed strongly enough. Our ability to ship your products to our customers depends on you providing us a Material Safety Data Sheet (MSDS) for each product that falls within the DOT and OSHA guidelines. Without this sheet, we can't ship products containing hazardous materials.

**Failure to comply will result in chargebacks.**

# What is a Material Safety Data Sheet?

All manufacturers and importers are required by DOT and OSHA to obtain or develop a Material Safety Data Sheet for each hazardous chemical they produce or import. It must be written in English and contain information that identifies the product, its composition, dangers, first aid, fire fighters methods, accidental spillage, handling and storage, exposure controls and personal protection, physical and chemical properties, stability and reactivity, toxicological information, ecological information, disposal, transport and statutory information.

# How Do I Get an MSDS Completed?

If you need assistance developing an MSDS, help is available through the below listed sources.

US Dept of Transportation  
Research and Special Programs Administration  
Office of Hazardous Materials  
Initiatives and Training DHM-50  
Washington DC 20590-0001  
Training@rspa.dot.gov  
Fax 202-366-7342  
Phone 800-467-4922  
<http://hazmat.dot.gov>

USDOT Transportation Safety Institute  
Hazardous Materials and Transportation Safety Division,  
DTI-30  
4400 Will Rogers Parkway Suite 218  
Oklahoma City OK 73108  
HAZMAT@TSI.jccbi.gov  
Fax 405-946-4345  
Phone 405-949-0036 Ext 374  
[www.tsi.dot.gov/divisions/hazmat/hazmat.htm](http://www.tsi.dot.gov/divisions/hazmat/hazmat.htm)

# How Do I Provide the MSDS to Orvis?

After thoroughly filling out all parts of the MSDS that apply, fax it to your Orvis Control Buyer at their fax number. Your Orvis Control Buyer is the name of the person who is mentioned on your purchase orders. If you don't know your Control Buyer's fax number, call 802-362-3622 and ask for it. A copy of the completed MSDS should be included with each Shipment Documentation.