



THE TERRITORY AHEAD VENDOR MANUAL

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This manual must be reviewed and the acknowledgment must be signed and returned within 10 days of receipt.

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I. INTRODUCTION

The Territory Ahead creates uniquely designed, well-made garments of good value, where attention to quality supports our ability to provide an unconditional guarantee to our customers. By partnering with suppliers who pride themselves in a similar manner, we achieve the same goal of producing mens and womens apparel of superior craftsmanship, on time, at a fair price.

This vendor manual provides the necessary information to ensure your understanding of our design development and sample process, order placement, and eventual receipt of finished garments.

We appreciate your participation in this collaborative goal and look forward to working with you.

George Ittner
President

A. A LITTLE ABOUT US

Product Mission

The Territory Ahead provides customers with uniquely designed, well-crafted, distinctive products. To continually offer the best products season after season, The Territory Ahead strives to consistently produce exclusive clothing and accessories that exceed customer expectations by creating a unique and eclectic style drawing from world class materials and featuring detailed styling, unique trims and utilizing exceptional fabrics. The Territory Ahead is committed to creating sophisticated, high quality products with a focus on color, texture, comfort and personality.

COMPANY BACKGROUND

- Incorporates in 1988; first catalog mails in Fall 1989
- First Territory Ahead Retail Store opens in Santa Barbara 1994
- Company adds a full women's line to The Territory Ahead catalog in Spring 1995
- Cornerstone Brands, Inc., purchases The Territory Ahead in March 1997
- The Territory Ahead web site launches March 1997
- Territory Ahead launches women's catalog "Isabella Bird" in Spring 1998
- The number of full and part-time employees grows from just a handful to over 300 in 2000
- The Territory Ahead moves its Goleta based warehouse to Cornerstone Consolidated Services Group, Inc., in Westchester, Ohio January, 2001.
- Second Territory Ahead Retail Store opens in Chicago's Water Tower Sept. 2003
- Third Territory Ahead Retail Store opens in South Coast Plaza, CA March 2004
- Fourth Territory Ahead Retail Store opens in Palo Alto, CA May 2004
- Fifth Territory Ahead Retail Store opens in Chestnut Hill, MA October 2004
- Cornerstone Brands Inc., is acquired by IAC/Interactive Corp Inc. – April 2005
- Sixth Territory Ahead Retail Store opens in Bellevue, WA July 2006
- Seventh Territory Ahead Retail Store opens in Boulder, CO October 2006
- Eighth Territory Ahead Retail Store opens in Clinton Township, MI October 2007
- Ninth Territory Ahead Retail Store opens in Freehold, NJ November 2007
- Winner of several Multi Channel Merchant Catalog Gold and Silver Awards

At-a-Glance General Information for Garment Suppliers

Vendor Approval Process (p. 11)

4 key documents must be completed and agreed to by the vendor before The Territory Ahead (TTA) can place a purchase order. Once completed and signed, these documents should be emailed or faxed to the Production/Sourcing Department (Canuto.Gutierrez@ttahead.com)
Fax: 805-962-6203:

1. Vendor Profile (p. 61-63)
2. Vendor Manual Agreement (p.56)
3. Vendor Set Up Form (p. 59-60)
4. C-TPAT questionnaire (p.66-69) Note: *If TTA will be the importer of record, the FOB garment factory must complete this form.*
5. W-EBEN Form (p.70). This form is required for export vendors that do not have a U.S. Federal Tax Number.

Agency Agreements (p.11)

TTA's Production/Sourcing department must approve your participation within our company, no exceptions. If a contract is required, email your contract and contact information to:
Shawna.Parker-Frank@ttahead.com.

Branded Vendors

If TTA is purchasing your Brand label garments, you must still comply with our packaging and shipping requirements (p.36-51). Note: *Check with your TTA Merchandise Manager to confirm whether TTA plans to sell the garments with your brand label and associated hangtags attached.*

Garment Costing (p.11)

All price quotes from vendors or agents must be FOBQ in US dollars. TTA doesn't participate in CMT programs.

Cost sheets are emailed to vendors from a newly developed Merch Program. It is important that vendors validate carry over cost information and completely fill out new style cost details. Don't forget the fabric, production, and total lead times.

Sample Development Requirements (p. 12-13)

Make sure that your certified sample is constructed and packaged exactly as we expect finished product to be received at our warehouse (p.15-17).

Garment Label Details and Placement on Garments (p.23-25)

TTA has sourced our branded labels and you are to purchase them accordingly. However, care and content, country of origin and size tabs are to be produced by your supplier (cloth or satin) and preferably woven, not printed (see specifics on page 30). Only the "Territory Reserve" program provides size and COO labels.

Garment Label Suppliers for TTA Brands (p.24)

Men's & Women's Sizing Charts (p. 27-29)

TTA's AQL 4.0 Internal Inspection Program (p.33)

Garment Packaging and Labeling Requirements (p.36-40)

At-a-Glance General Information for Garment Suppliers

Continued

Packing List Requirements (p.39-40)

Advance Ship Notice (ASN) (p.41)

ASN's must be transmitted to TTA and our warehouse (CCSG) via EDI, Vendor Net or our formatted Excel Spread Sheet (found at <http://ccsginc.com>). The email address for TTA ASN's to be sent to our warehouse is ASN-TTA@CCSGINC.COM

Import Document Requirements (p. 43)

UCC-128 Case Label Mandatory for Carton Labeling (p.43-45)

All purchase order cartons shipped to our warehouse must have an UCC-128 sticker affixed to the outside coordinating its contents to the ASN.

Make sure all sku details on documents, garments, polybag labels, and cartons match the TTA purchase order. Be careful to match the style's 4-letter color code on the TTA purchase order to all relevant components of the garment.

Domestic Routing Guide (p48)

Freight or Vendor Compliance Related Questions

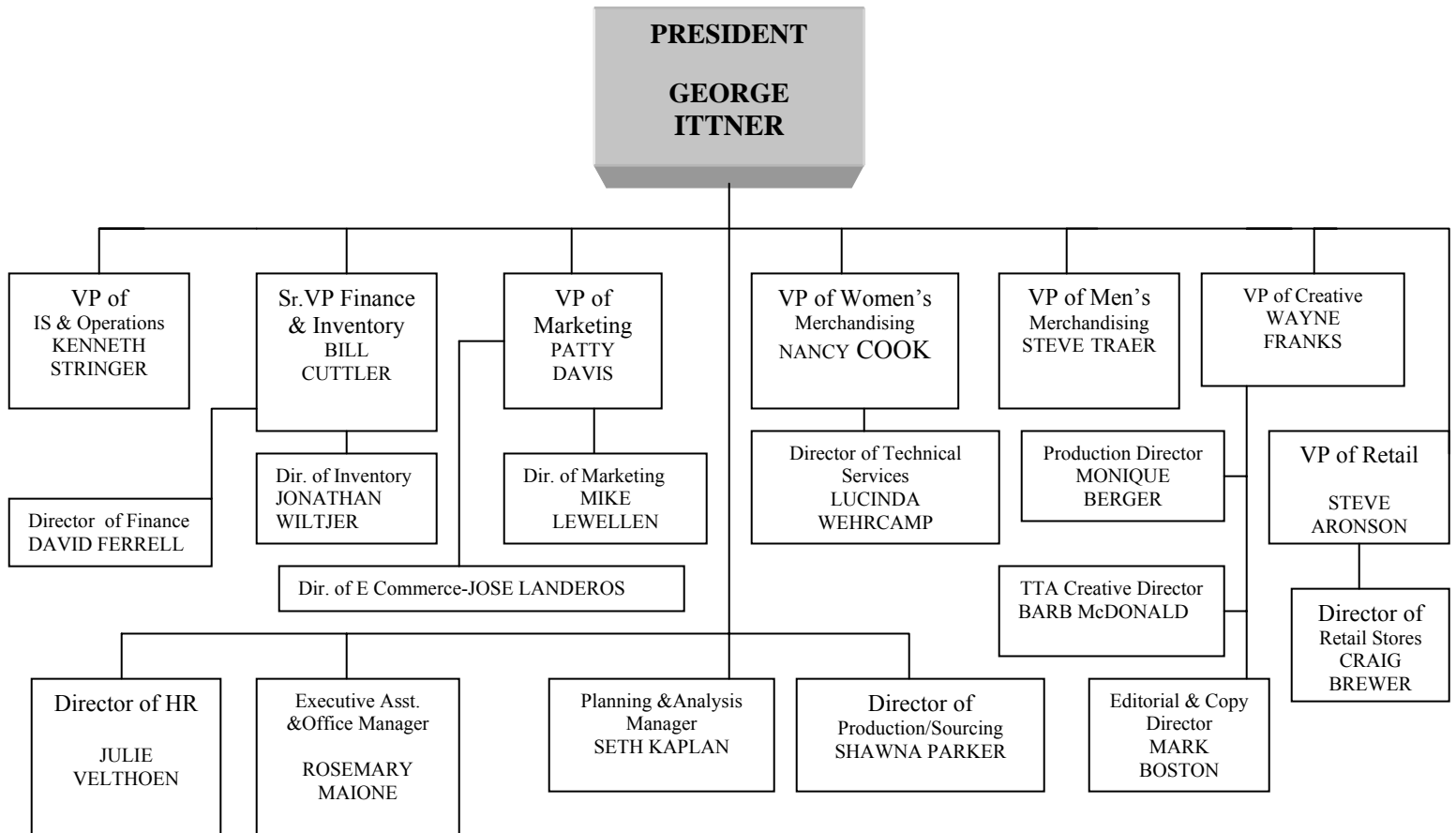
Email or phone Lynnda Christensen, TTA's Import/Traffic Manager (509-548-4769):
Lynnda.Christensen@ttahead.com

Purchase Order Placement by TTA (P.51)

No purchase order will be placed until TTA's Production/Sourcing Department approves the vendor.

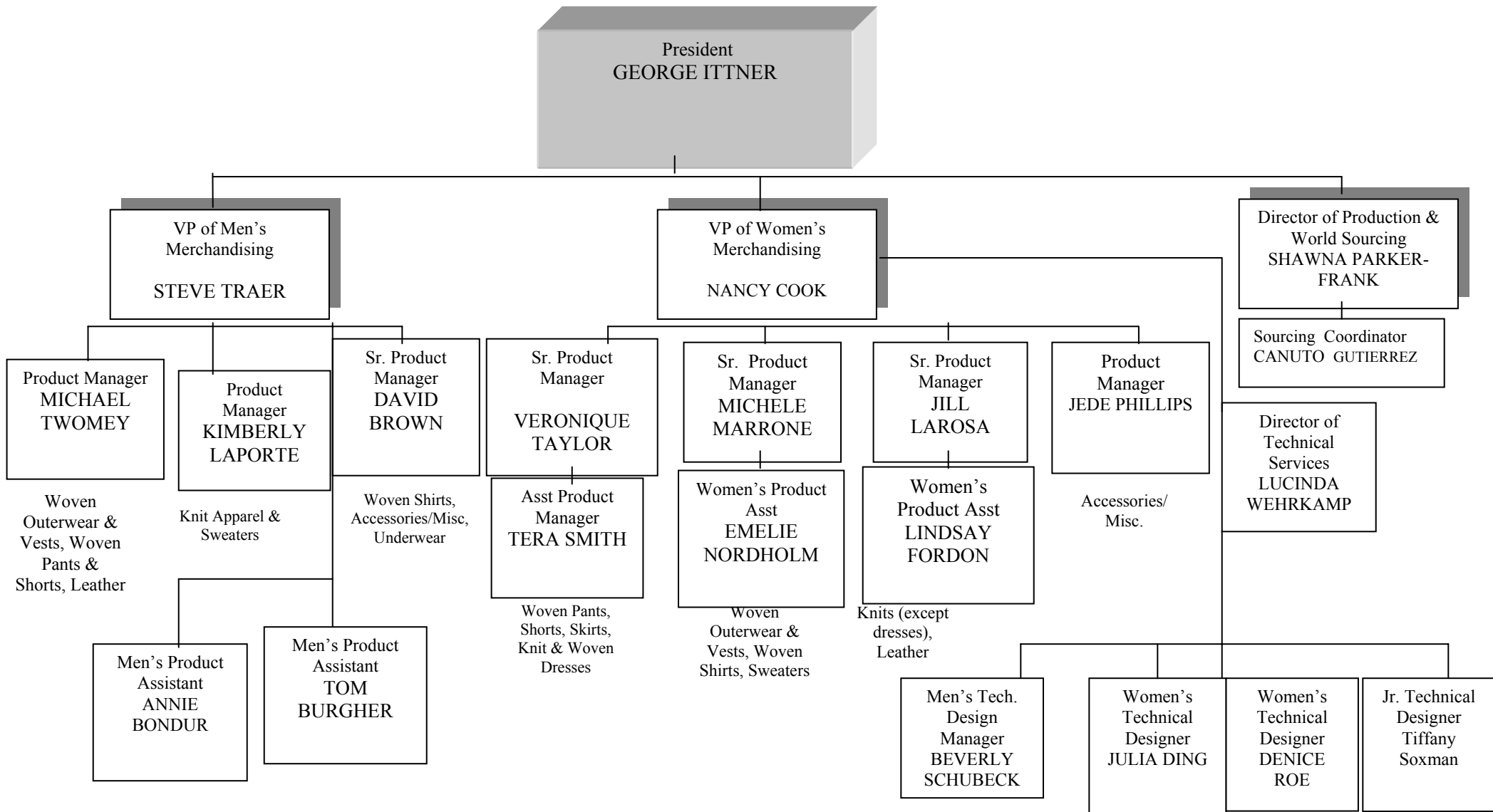
1. TTA Inventory Managers place our product orders, and the vendor must acknowledge receipt of the purchase order, confirming its contents within 24 hours.
2. Once the vendor confirms a ship date, an ex/factory delay of 5-working days or more, requires the vendor to seek approval from TTA's Inventory Manager to ship it late.
3. Variances in order quantities of + or - 5% must be approved by TTA's Inventory Manager before the order is ready to ship.

C. TTA Organizational Structure of Corporate Senior Management and Directors

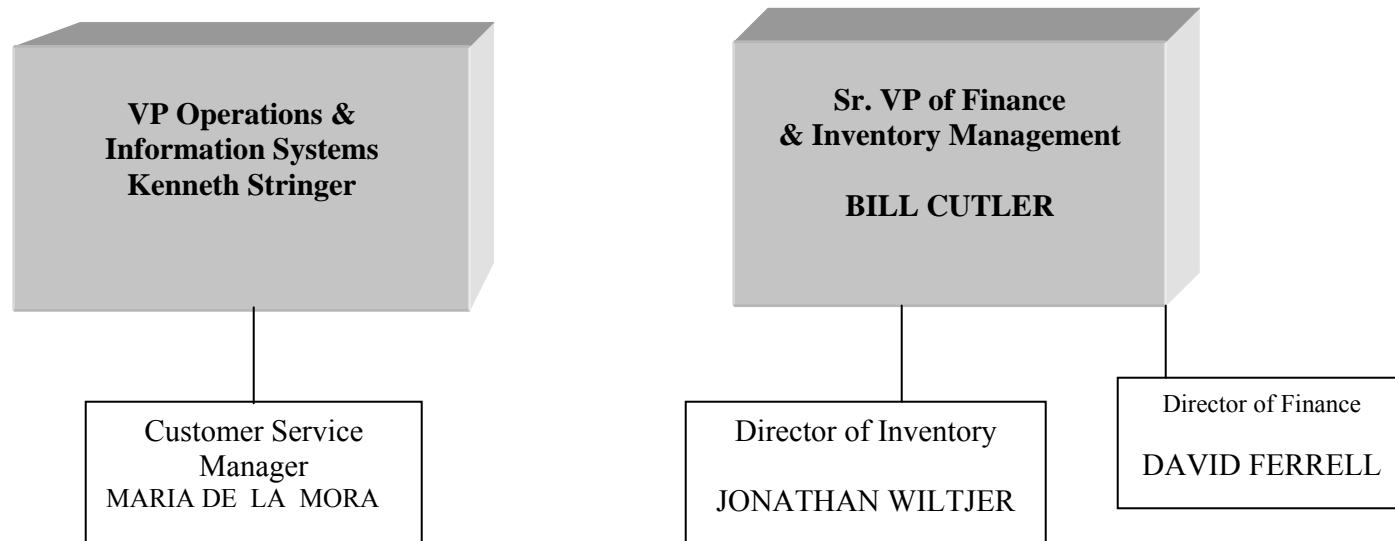


The Territory Ahead

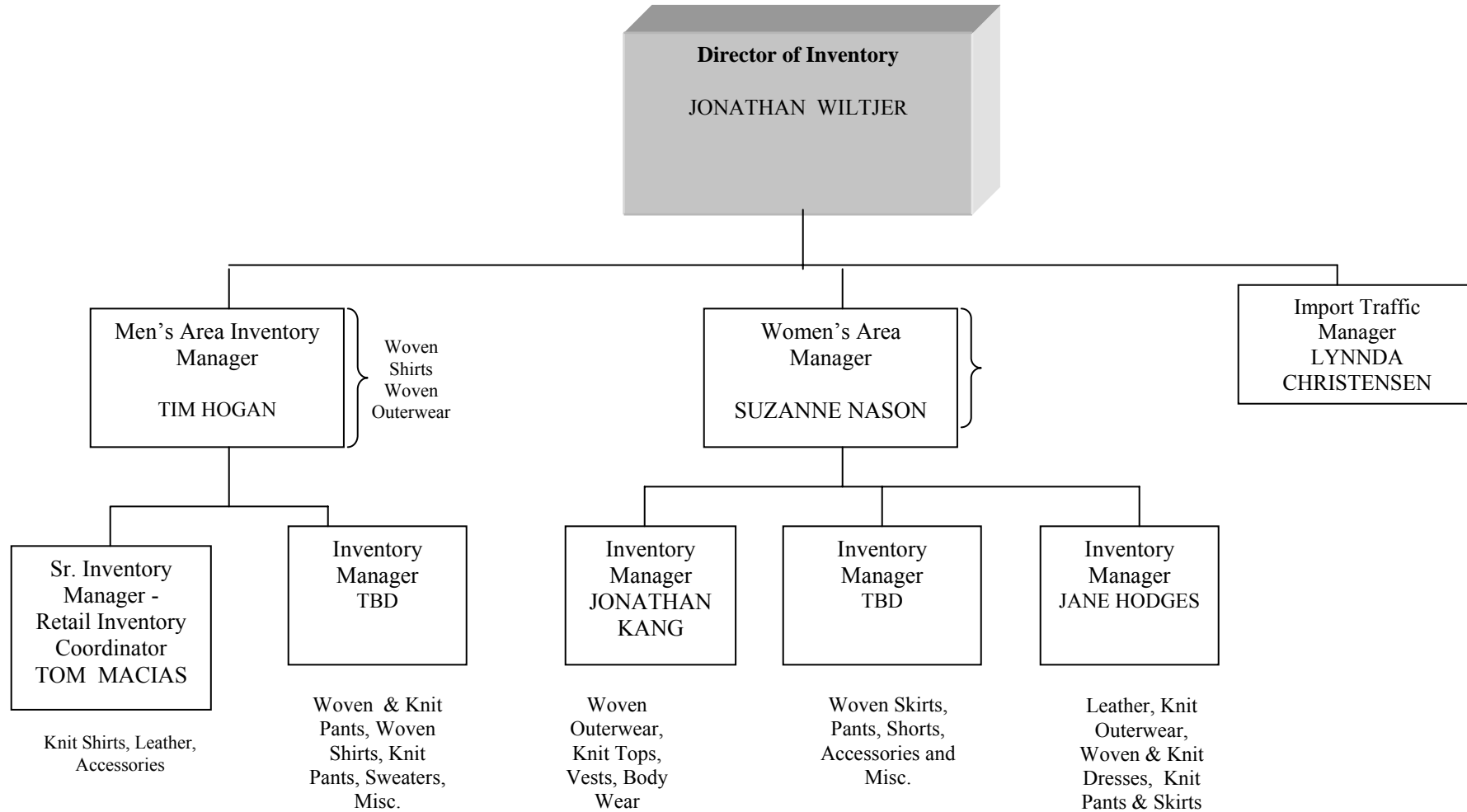
Structural Organization-Merchandising



The Territory Ahead
Structural Organization
Operations and Inventory Management



The Territory Ahead Structural Organization-Inventory



II. MERCHANDISING

A. NEW VENDOR APPROVAL

When a new vendor is being considered, the following information will be required:

1. **Completed Vendor Profile** (see pages 13-16).
2. **5 Credit References, including one bank reference**
3. **Financial Statements** (when available).
4. **Completed Vendor Set Up Form** (see pages 12-13)
5. **Signed Territory Ahead Vendor Expectations** (page 56)
6. **Completed Customs Trade Partnership Against Terrorism** (to be completed, signed and returned for any FOB factory imported garments).

The use of subcontractors requires prior approval by The Territory Ahead. All requests for use of subcontractors must be submitted to the Sourcing Department along with a completed subcontractor profile, before the order is placed for production.

B. COSTING, PRICE QUOTES AND PRODUCT MINIMUMS

All price quotes for new styles should be sent directly to The Territory Ahead employee that generates the original communication. Typically the Merchandising or Production departments are responsible for requesting carry over cost confirmations or new style cost requests. **Prices, product minimums and raw material minimums are confirmed for a 6-month period (the entire Fall or Spring season)**; all pricing should be calculated as FOBQ (containing all raw materials, cut, make & trim (and quota if appropriate), production minimum, and raw material minimum changes must be approved by Product Managers.

All TTA cost sheets are created within a database program titled, The Merch Program. When vendors are emailed carry over style cost sheets, if everything remains the same the vendor just returns the cost sheet and advises such. However, if information is changed on the carry over cost sheet, it is important that the vendor thoroughly explains the changes in a cover letter via email as well as updating the attached cost detail sheet.

The "New" style cost sheet requires the vendor to include all FOBQ related costs, lead times and fabric details. Its format is the same as the carry over style, however it requires the vendor to provide all the detailed style information.

For both the carryover and new style cost sheets, the most common information not provided by the vendor is the fabric, production, and total lead times. **PLEASE MAKE SURE TO INCLUDE ALL APPROPRIATE LEAD TIMES FOR THE STYLES YOU ARE PRODUCING FOR THE TERRITORY AHEAD.**

Price Quotes should include:

1. All FOBQ package price components
2. Cost of labeling, packaging, and shipping materials (including TTA/IB logo labels)
3. F.O.B. point
4. Country of Origin
5. Minimum order requirements (per style and color)

C. SPECIFICATION PACKAGES

All product specification packages are generated using our Product Lifecycle Management (PLM) software. New spec packages are issued by the Product Manager/Technical Designer seasonally. It is the vendor's responsibility to follow the requested specifications and identify potential problems to the Product Manager/Technical Manager as soon as they are evident.

Any changes made to Product Specification Packages must be made in the Style Manager system. Verbal or handwritten changes made by either the vendor or merchandising staff, will not be confirmed until a revised spec package (reflecting the changes) is created.

D. PRODUCT DEVELOPMENT REQUIREMENTS

1. Sampling Requirements- **The Territory Ahead does not pay for development samples on those styles resulting in a purchase order.** The cost of development & sampling should be built into the individual product cost. (*See Sampling Flow Chart page 18*)
 - a. Proto/ Fit Samples:
 - Should represent style in features, fit, fabric, and construction. Any variations must be indicated on the hangtag.
 - All proto samples should be submitted with a copy of the TTA spec sheet noting the actual measurements of the proto and any areas that differ from the original spec package.
 - **ALL** samples **must** have a hangtag indicating your company and factory name, the TTA style number, the type of sample (1st proto, proto sample, etc.), and the date the sample was submitted.
 - **When creating women's samples only produce the missy size, do not create a petite or plus woman's size sample unless specifically asked to do so by the merchandising manager or technical department.**
 - **When creating men's samples, do not create a Tall or Long sample unless specifically requested by the merchandising manager or technical department.**
 - Photo samples should be visually representative of production (trims, details, etc.) and must be submitted in all production colors.
 - For styles featured in the Isabella Bird catalog, additional sleeve and body length may be requested. This information will be indicated on the proto spec sheet when the style is approved to proceed to photo sampling.
 - b. Revised Samples
 - Additional revised proto samples will be requested until the style is released for grading, at which point a certified sample is to be submitted.
 - All additional revised samples need to be submitted with hangtag and spec sheet indicating actual garment measurements.
 - d. Certified samples
 - Must be made from production patterns, after grading has been supplied, using production components (*see attached procedure memo p. 15-16*).
 - Factories are not allowed to proceed with production until the certified sample has been approved.
 - Complete and attach hangtag from page 17.
 - c. Top of Production Samples
 - TOP samples are to be submitted only upon request.
 - If a TOP is requested, one piece per color should be pulled from **actual** production in the TTA sample size (L or 34 for Men's, M or 8 for Women's/IB).
 - Samples should be pressed, finished, clearly marked as TOP Samples, and submitted along with a copy of the style's spec sheet noting the actual specs and any variances.
 - After TTA has verified the specifications and fit the samples they will be approved, releasing the corresponding order for shipment. Orders are not to be shipped until the TOP sample has been approved by the Technical Department.
 - Each sample should be labeled clearly.
 - Proto & Photo Samples should be sent to the Product Manager; Certified Samples & TOP samples should be sent to the Technical Designer.

2. Development Costs- As a vendor for The Territory Ahead, you will be required to incur normal product development costs. Fabric and garment testing can be conducted at the vendor's specified laboratory. Copies of the test results should be available at the request of a TTA merchandiser, production person or technician. These costs may include the following:
 - a. Fabric Testing: Crocking (wet/dry), torquing, shrinkage, etc.
 - b. Garment Testing: Wash testing in accordance with recommended care label.
 - c. Lab Dips
 - d. Fabric swatching
 - e. Hand Looms
 - f. Strike-offs
 - g. Sample Costs(Please see page 20-21 for specific test result requirements).

E. EXCESS RAW MATERIALS

Excess materials resulting from the production of FOB programs are the sole responsibility of the vendor, unless otherwise agreed by the Product Manager. Such agreements must be in writing. The vendor is responsible for providing accurate information on any excess inventory to both the Product Manager & Inventory Management.

F. B GRADE/SECOND QUALITY GOODS

The Territory Ahead will only accept first quality goods in our distribution center. Goods must be delivered free of defects in design, material and workmanship. The manufacturer should factor the cost of damages into the FOB price. Second quality/damaged goods can be liquidated by the manufacturer *after* TTA branding has been removed.

G. PROPRIETARY DESIGNS

All product design, specifications and finishing treatments are exclusive to The Territory Ahead. While we understand that as a vendor for The Territory Ahead your client list may include our competitors, we expect that during the design process all fabrications, design details and distinguishing characteristics remain proprietary property of The Territory Ahead. In order to successfully grow our business we must partner together in our efforts to differentiate The Territory Ahead product offering from that of our U.S. competitors. Your understanding, discretion and adherence to this design exclusivity is paramount to our success together.

H. TRADEMARKS

The Territory Ahead owns the trademark and service mark "The Territory Ahead" and numerous related marks, many of which are registered with the United States Patent and Trademark Office. Our widespread and continuous use of these marks has enabled us to develop substantial goodwill in those marks. Vendors are required to assist us in the protection of these marks as follows:

1. Completely remove or obliterate any of The Territory Ahead indicia, including private labels, trademarks, service marks, trade names, logo designs, hang tags or packaging, before selling or otherwise transferring any goods to third parties.
Notify us in writing of any known infringements of The Territory Ahead's trademark rights or copyrights or imitations of The Territory Ahead goods.

I. AGENCY AGREEMENTS

All agents of The Territory Ahead will be provided the specific terms of their agreement. As a representative of The Territory Ahead, it is an Agent's responsibility to insure the quality, and protect the integrity & exclusivity of the products developed by The Territory Ahead. The Territory Ahead reserves the right to select manufacturing facilities and to reject those facilities represented by an Agent if they fail to meet our standards.

1. Commission Invoices should include the following information:
 - a. Vendor
 - b. PO#
 - c. Style #
 - d. Units (shipped, not units ordered on TTA PO.)
 - e. Invoice Date
 - f. Invoice #
 - g. FOBQ\$
 - h. Commission Rate
 - i. Commission Due (FOB\$ X Commission Rate.)

1. Commission will be paid on the number of units received. It is extremely important that the shipping documents (actual counts) are used to determine the commission units billed, and not the original Purchase Order. Variances between the amount billed and the amount paid (if there are shortages, or quality issues,) will be noted as a debit memo on your payment detail.

2. If goods are defective, or put on hold for any reason, the commission will not be paid until the issue is resolved. One of the main objectives of an Agent is to insure quality, if the quality is not acceptable, there is a possibility that full commission will not be paid.

Note to Branded Vendors

1. If The Territory Ahead is purchasing your branded product or product from your lines and private labeling, you are still required to comply with all packaging and shipping requirements. Please contact either Lynnda Christensen, our import traffic manager or the Production/Sourcing Department if you have questions.
2. If TTA is purchasing your branded and labeled product, please confirm with our merchandise manager if your logo hang tags or price tags should be placed or not on the garment.
3. Please email the your merchandiser a size chart for any branded garments that The Territory Ahead purchases from your line. It is necessary for our customer service department to be informed of the construction dimensions of your finished garments.
4. It is imperative that you complete and forward a vendor set up form and signed acknowledgement of our vendor manual. No purchase order will be placed until TTA's Production department receives these documents.

J. CERTIFIED SAMPLE PROCEDURE



THE TERRITORY AHEAD

February 23, 2007

To: All Vendors
From: Lucinda Wehrkamp/ Director of Technical Services
Re: Certified Sample Procedure

It is imperative that our certified sample procedure be strictly followed. Please note that **FAILURE TO FOLLOW THE CERTIFIED SAMPLE PROCEDURE WILL RESULT IN A FLAT FEE OF UP TO \$100 PER MISSING CERTIFIED SAMPLE.**

1. Two samples are to be made in the following sizes-one to be sent to TTA, the second to be kept in your offices for inspection purposes:

Women's 4-16:	8	Men's Sized Bottoms:	35" (waist)
Women's XS-XL:	M	Men's SML:	L
Women's 4P-16P:	8P	Men's Sportcoats:	44R
Women's 16W-26W	20W		
Women's 1X-3X	2X		

Samples **MUST** be made from **ACTUAL** bulk production yardage, not sample yardage.

2. Samples are to be made with actual bulk production trims, wash and/or dye process. If for any reason a substitution is necessary, please **clearly** indicate the substitution on the hangtag attached to the garment.
3. All samples should have correct care and content labels sewn in the garment. If the actual care and content labels are unavailable when the certified samples are being made, it is permissible to write the correct information on a blank label sewn into the garment or indicated on the hangtag attached to the sample. **IF THE SAMPLE IS SUBMITTED WITHOUT THE COUNTRY OF ORIGIN/CARE LABEL, A \$25 CHARGE BACK WILL BE ASSESSED.**
4. All samples should have a label sewn into the garment indicating the style number and PO number. If the actual style/PO number label is unavailable when the certified sample is being made, it is permissible to write the correct information on a blank label sewn into the garment. **IF THE SAMPLE IS SUBMITTED WITHOUT THE STYLE/PO NUMBER LABEL, A \$25 CHARGE BACK WILL BE ASSESSED.**
5. In addition to making 2 samples, we require 6" X 6" swatches of production material (knit, woven, or leather) **for color ways not submitted as samples** (both carryover and new colors). These swatches must be washed/finished as bulk production and sent with the Certified sample. **IF THE SAMPLE IS SUBMITTED WITHOUT ADDITIONAL COLORWAY SWATCHES AND NO**

EXPLANATION IS GIVEN FOR THE LACK OF SWATCHES, A \$25 CHARGE BACK WILL BE ASSESSED.

6. Certified samples **MUST** be labeled and packaged as bulk production in the correct polybag with a sticker indicating the style number, color, size and PO #. If the polybag labels are unavailable, please write the information that will be used for the bulk production labels on a blank label affixed to the polybag. **IF THE SAMPLE IS SUBMITTED WITHOUT POLYBAG AND LABEL, A \$25 CHARGE BACK WILL BE ASSESSED.**
7. Certified samples are to be submitted with a certified sample hangtag attached to the garment (*see example p. 17*) with all areas properly filled in. The attached sample may be used to print your own tags. These tags are to be used **ONLY ON CERTIFIED SAMPLES**, not for proto, photo or TOP samples. Hangtag should be printed on Cardstock.
8. One Certified Sample should be mailed directly to the Territory Ahead offices in Santa Barbara for review:
The Territory Ahead
Attn: Technical Department
419 State Street
Santa Barbara, CA 93101
USA

The second Certified Sample should **be kept in your office for final AQL 4.0 inspection**. You should also keep a set of 6" X 6" swatches in all production colors (carryover as well as new).

9. You will receive comments on the Certified Sample within 48 hours of receipt in our office. **You should not proceed with production until you have received approval from Technical Services.** If the sample is rejected for any reason, you will need to make corrections and resubmit the sample to our office.
10. If the Certified Sample is approved with corrections, and upon receipt of bulk production, our Quality Assurance Department finds that the corrections have not been made; the shipment may be subject to return to vendor or charge backs.

Because the Certified Sample will be used to approve bulk production, all fabric, trims, processing, construction, labeling and packaging of the Certified Sample MUST BE THE SAME AS BULK PRODUCTION. Any substitutions MUST be noted on the hangtag.

If you need any additional information or clarification on any point, please contact us immediately.

Best Regards,
Lucinda Wehrkamp
Director of Technical Design
The Territory Ahead

K. CERTIFIED SAMPLE HANGTAG



CERTIFIED SAMPLE

Vendor Name _____
Style Number _____
Season _____
Today's Date _____
Size _____
PO# _____
PO Due Date _____
Sample Color _____
List Additional Color ways _____

Is this production fabric? Yes No
Are the production trims correct? Yes No
Is this the approved wash standard? Yes No
Are these production labels?
Main Label Yes No
Content Yes No
Care Instructions Yes No

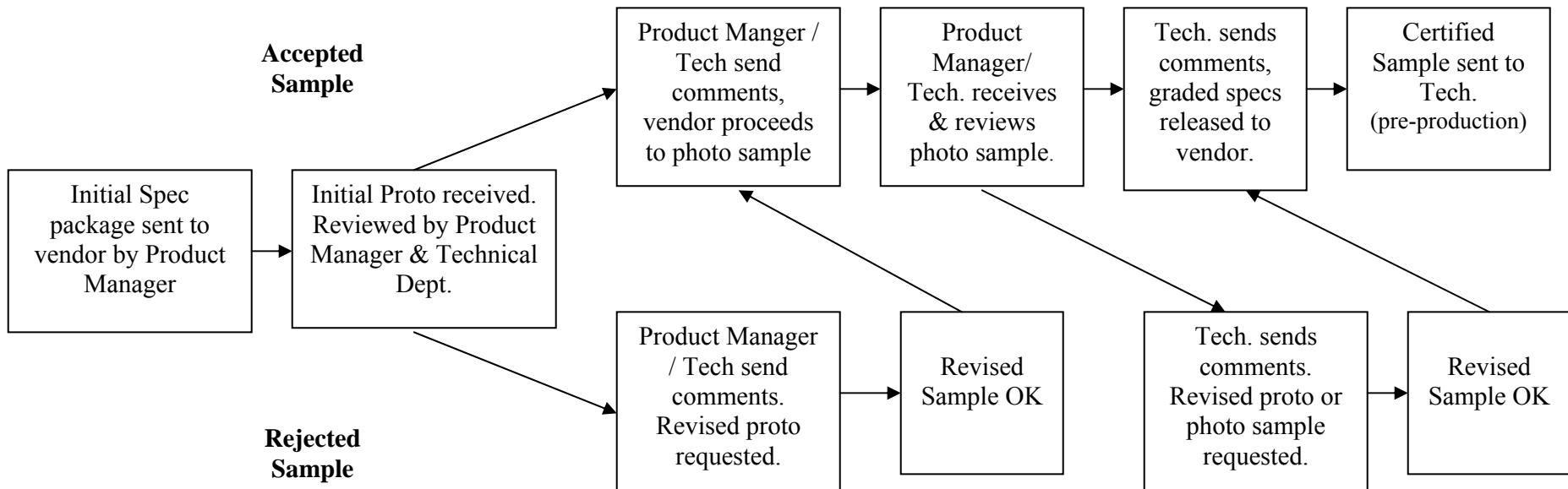
If no, please note correct information _____

Certified Sample required on the first P.O. only

L. SAMPLING PROCESS FLOW CHART

When making a IB or TTA Women’s apparel sample, only produce the missy version, do not create a petite or plus woman size sample unless requested by the merchandise manager or technical department.

In developing TTA Men’s apparel samples, only produce size Large, do not create a tall size sample unless requested by the merchandise manager or technical department.



M. CHARGE BACK INVOICE

**The Territory Ahead
 Certified sample Chargeback Request
 Technical Services**

Date:

Vendor name
Vendor Address
City, State, Zip code
Attn:

Vendor Contact Person:

 Territory Ahead Technical Design Manager:
Lucinda Wehrkamp

As noted in the TTA Vendor Manual, certified samples are subject to chargebacks if submitted without care/content information; without additional colorway swatches, without style/P.O. label or incorrectly packaged.
 Care/content and style P.O. labels can be handwritten on blank labels.
 Polybag sticker may be handwritten on blank sticker for certified sample.

<u>Item #</u>	<u>Date sample received</u>	<u>Reason</u>	<u>Quantity</u>	<u>Amount</u>	<u>Total</u>	<u>Account</u>
			0	\$ -	\$ -	
			0	\$ -	\$ -	
			0	\$ -	\$ -	
			0	\$ -	\$ -	
			0	\$ -	\$ -	
			0	\$ -	\$ -	
TOTAL			0	\$ -	\$ -	

A credit will be taken by TTA for the total extended cost of _____ **\$0.00**

Please contact The Territory Ahead Technical Design Department with your questions.

N. SAMPLING AND TESTING OF FABRIC AND GARMENTS BY THE VENDOR

QUALITY PLANNING

The Territory Ahead is committed to providing superior quality merchandise and service to its customers. We recognize that merchandise quality is achieved through unrelenting attention to detail, from product conception, to customer purchase, and beyond. This philosophy mandates the development of close relationships with our vendors, systematic monitoring of incoming products, and the evaluation of customer response to product quality.

We believe that the burden of producing quality products rests with the vendor. We also believe that it is our responsibility to support our vendors by clearly defining our expectations, requirements, and standards. We build vendor partnerships on a foundation of openness and trust.

The Territory Ahead requires its vendors to have an effective quality system in place to monitor and assure quality performance. This includes testing and inspection of materials used, inspection of work-in-progress, and a final quality audit of finished products. The audit of finished products should be conducted independently of production management, incorporating statistical sample methods. This final quality audit will verify that products meet all The Territory Ahead specifications, including those for construction details, choice of materials, color and sizing. Shipped lots must be free of defects, dirt, or damage. Merchandise is to be packaged according to The Territory Ahead requirements, with all labeling applied as specified.

The Territory Ahead inspects all incoming bulk shipments using a statistical sampling plan. Our inspection guidelines support our efforts to provide customers with the best products available by ensuring that we receive goods as specified from our vendors. Our critical inspection is based on high quality expectations. Products are measured to ensure conformance to the approved sizing specifications within established tolerances, and then checked for defects and conformity to all specifications.

Below are guidelines we expect our vendors to perform to insure that the fabrics used in the construction of our garments meet basic quality standards.

- Fabric tests should be provided any time the product manager requests a copy.
- If fabric or yarn fails to meet our minimum standards from the lab tests, the vendor is to notify the appropriate TTA product manager immediately, including a copy of the lab test and a sample of the material or yarn.

Testing and Performance Standards for Apparel		(Effective 2/11/08)	
<u>Property</u>	<u>Standard</u>	<u>Test Method</u>	
Tensile Strength: Woven	25 lb./in.	ASTM D 5034	
Burst Strength: Knits	40 PSI	ASTM D 3786	
Tear Strength: Woven	3.0, (Flannel 2.0)	ASTM D 1424	
Seam Slippage	Less than 1/4" @ 15 lbs.	ASTM D 434-95	
Seam Strength	15 lb.	ASTM D 1683	
Colorfastness to Crocking (Rubbing)		AATCC 8 - 1996	
	Dry 4.0	**	
	Wet 3.0	**	
Colorfastness to Washing - Home Laundering		AATCC 61-1996	
	Shade Change 4.0		
	Staining 3.0 ***		
Colorfastness to Dry-cleaning		AATCC 132-1998	
	Shade change 4.0	**	
	Staining 3.0*	**	
Colorfastness to Perspiration		AATCC 15-1997	
	Shade change 4.0	**	
	Staining 3.0 *	**	
Colorfastness to Non-Chlorine Bleach	4.0	AATCC 172-1997	
Dimensional Change in home laundering	Acceptable after wash sizing or As specified	AATCC 135/150-2000	
Colorfastness to Light - 20 hours		AATCC 16-1998	
	Garments 4.0	**	
* If appearance is unacceptable at 3, fabric will be rejected ** Light Box Viewing Conditions: D65/U30 *** If lower than 3.5 must be labeled: Wash Separately			
Allowance for change in fabric and/or garment twist			
AATCC 179-19*	Garments - woven	1% after wash	
	Garments - knits	2% after wash	
Fabric Weight - ounces per square yard	+ or -5% from purchase weight	ASTM D 3887	
Pilling resistance - 30 min Random Tumble Pilling Tester Method	ASTM D 3512 After 3 launderings		
	Apparel 4		
	Napped Goods 3		
Flammability	All Apparel 1		
Apparel		Class 1 16 CFR1610	
(Test Suspect fabrics: Napped and lightweight fabrics: < 3.0 oz/sqyd)			

III. MEASUREMENT & LABEL PLACEMENT GUIDE

A. HOW TO MEASURE GUIDE

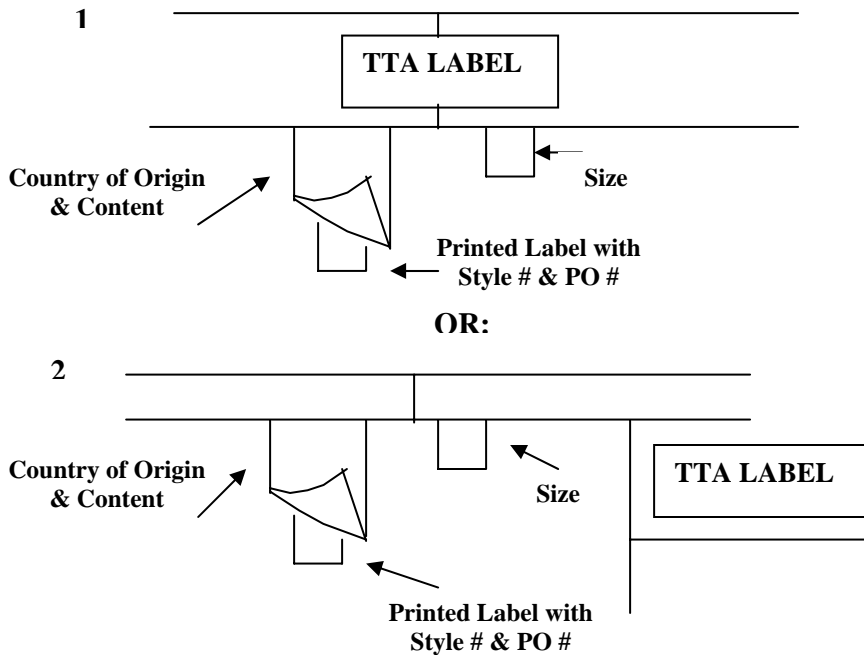
1. Bust/chest width
2. Front length from high point shoulder
3. Center back length
4. Back length from high point shoulder
5. Center back bodice length
6. Center front length
7. Side seam length
8. Front bodice length
9. Across shoulder
- 9a. Across shoulder (sleeveless)
10. Across front
11. Sweep
- 11a. Sweep-shirt tail hem
- 11b. Sweep (curved hem)
12. Bottom width
13. Bottom rib height
14. Waist 17" below hips
15. Waist at seam
16. Half waist
17. High hip 21" below high point shoulder
18. Low hip 25" below high point shoulder
19. Armhole (on seam)
- 19a. Arm-hole on seam (sleeveless)
20. Armhole (straight)
21. Armhole (raglan)
22. Muscle
23. Sleeve length from center back neck
24. Sleeve length from shoulder seam
25. Forearm
26. Sleeve opening
27. Cuff height
28. Sleeve placket height
29. Strap length extended
30. Neck opening from seam to seam
- 30a. Neck opening from seam to seam (collar)
- 30b. Neck opening (to fit collar)
31. Neck opening from edge to edge
32. Front neck drop (imaginary line to seam)
- 32a. Front neck drop to seam (collar)
33. Front neck drop (imaginary line to first button)
34. Front neck drop (imaginary line to ctr front neck)
35. Back neck drop (imaginary line to ctr back neck)
36. Back neck drop (imaginary line to ctr back neck)
37. Collar height
38. Collar back height
39. Collar point
40. Collar length outer edge
41. Collar spread
42. Hood width
43. Hood length
44. Back yoke width
45. Placket width
46. Extended placket width
47. Placket length
48. Pocket placement from hips
49. Pocket placement from cf
50. Pocket width
51. Pocket length
52. Pocket flap width
53. Pocket flap length
54. Front vent length
55. Back vent length
56. Slit length
57. Waist at seam
58. Waist relaxed
59. Waist stretched
60. Waistband height
61. High hip (4" below waistband)
- 61a. Hip hip (Hollywood waist)
62. Low hip (8" below waistband)
- 62a. Low Hip (Hollywood waist)
63. Thigh width
64. Knee width
65. Center front length
- 65a. Center front length (Hollywood waist)
66. Center back length
- 66a. Center back length (Hollywood)
67. Outseam
68. Inseam
69. Leg opening
70. Leg opening at 1" above rib
71. Front rise
- 71a. Front rise (Hollywood waist)
72. Back rise
- 72a. Back rise (Hollywood waist)
73. Fly opening length
74. Fly opening width
75. Front pocket opening
76. Back pocket width
77. Back pocket depth
78. Belt length
79. Pleat depth
80. Shoulder slope
81. Tie length
82. Elbow Width

If you are referencing this document online – please note the How to Measure Guide can be found as a supplement, it is not included in this document. Please see the “Territory Ahead Measuring Guide” link on the website.

B. LABEL PLACEMENT GUIDE –

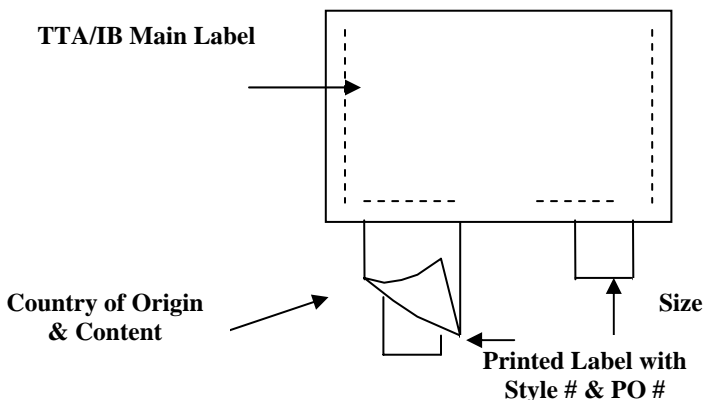
Pants, skirts, shorts, underwear:

All garments with a waistband should have the care/content/origin label in the center back of the waist. The “Territory Ahead” label should be placed in the center back (1) in most styles or in men’s trousers on the upper back pocket lining (2) if instructed by PM.



Shirts, sweaters, outerwear, leather outerwear, vests, knit tops:

All garments with a neck should have the label in the center back neck midway between the shoulder seams. The Product Manager will note any exceptions.



- A. U.S. Customs requires each article imported into the U.S. be marked with the Country of Origin and fiber content in English. The markings are to be included on the sewn-in labels for textiles and apparel.
- B. Each garment must possess a printed label listing the item’s style number and purchase order number. The Style # and PO # Label should be placed directly behind the Country of Origin & Content Label, either in the center back neck or at the waistband. It is very important that the printed Style # & PO # Label does not cover the front of the Country of Origin & Content Label.

****All Territory Ahead product and packaging should be devoid of any vendor brand name or miscellaneous sales materials unless approved by the Product Manager.*

C. TTA & IB LOGO LABELS

Please contact your label supplier early. Even though lead times and delivery dates vary, purchase orders are sent out to our vendors during a short period of time. We ask that you notify your supplier of the latest possible date of label delivery that will not compromise your production ship date. This will allow the supplier to better prioritize deliveries to vendors with the earliest ship dates. Specific labels to be used on our garments will be identified in the garment technical pack sent to you. For any additional questions, contact your merchandise manager for specific information.



C (or CT) Label



D Label



JC Label



IB Label

Please note that the Territory Reserve labels, TRSV-TRSVCO05 are exclusive to the TTA Men's Reserve program. This is the only label program that provides COO, wear care and size labels.



TRSV1



TRSV2



TRSVCO03



TRSVCO04



TRSVCO05



TRSVCO03



TRSVS

Other labels used by The Territory Ahead: "DM" Label, Men's Leather Label, E Label, 1-800 Shirt Label, 1-800 Pant Label, Women's TTA Jean Label, small and large, JA Label, JB Label, JC Label, JD Label

Please note that not all labels are available from all suppliers. Please contact your Product Manager or the Sourcing Dept. for further information regarding logo labels.

D. TTA LABEL SUPPLIERS

EUROPE, HONG KONG/CHINA & TURKEY, Also the only supplier of Territory Reserve Labels:

INTERNATIONAL TRIMMINGS & Labels:

Contact: Judy Lin

525 Denison St., Unit 2, Markham, Ontario, Canada L3R 1BB

AND: Radnor Park Trading Estate, Back Lane, Congleton, Cheshire CW12 4YA ENGLAND

Phone: 905-415-1550

Fax: 905-415-1551

Email: Judy.Lin@itl-group.com

Website: www.itl-group.com

ASIA: WAI YIP TRADE MARK FACTORY LTD:

Contact: Fanny

17-33 Wang Lung St., Ming Wah Industrial Bldg. 20/F, Block C, TW, NT, Kowloon, Hong Kong

Phone (852) 2407-6755 Fax (852) 2407-4091

Email: wythk@netvigator.com

NORTH & SOUTH AMERICA: AVERY DENNISON

Contact: Mary Donohue

31330 Oak Crest Drive, Westlake Village, CA 91361

Phone: (818) 735-5000 Fax (818) 735-6096

Email: Mary.Donohue@averydennison.com

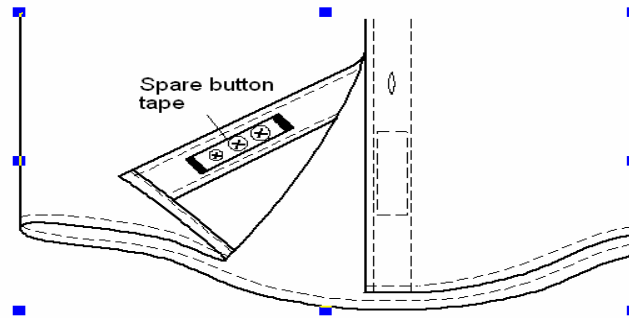
E. TERRITORY AHEAD & ISABELLA BIRD SUPPORT LABELS (NON-LOGO LABELS):

The vendor is responsible for sourcing support labels for the garments. The Territory Ahead does not have label suppliers in place for non-logo labels. Please refer to below guidelines when sourcing non-logo labels:

1. Care, Content, Country of Origin and Size labels should be made of cloth or satin. Plastic labels are not admissible. Woven text is preferred, however we will accept printed text.
2. The garment size should be indicated on a separate label from the Care and Content Label. If necessary, the Product Manager may approve adding the garment size to the main care & content label.
3. We understand that the Style # / PO # label will be of a quantity limited to the purchase order amount. Because label minimums can be prohibitive the Style # / PO # labels may be printed on plastic labels.
4. Preferred label colors: Black Text on White background - OR - Black or Dark Brown Text on Beige Background.
5. Care labels should read exactly as noted in the style technical package or as you have discussed with your Product Manager. Upon receipt & review of the mill and/or vendor's recommended care, the Product Manager will submit approved care instructions to the vendor. If the vendor submits different care instructions for a new garment to the Product Manager, specific care instructions should be agreed upon at that time. If new wording is required for the care instructions a new standard number will be assigned by the Technical Department.
6. Care symbols are recommended, but not required. If you have the capability to include the symbols along with the wording on the care label, please include the symbols.

F. EXTRA BUTTONS: Extra Buttons are required on all garments.

- a. Button placement will be determined on a per style basis. Direction will given on the spec package or by the Technical Department.
- b. Men's Woven Shirt Extra Buttons should be attached on a loop as follows:
 - i. The loop should be constructed like a belt loop and placed flat against the garment with the ends bar tacked in burgundy thread. The bar tacks are to straddle the JC label. Loop is 3/8" Wide and 2 3/4" Long. The loop should be placed two (2) inches up from the hem edge on the inside right front placket.
 - ii. Extra buttons: Two large buttons and one small button (if applicable) should be sewn to the loop.
 - iii. See below drawing for clarification:



G. STANDARDIZED CARE INSTRUCTIONS

Effective Spring 2009, care instructions will appear on technical packages that are generated from our new web program Yunique Solutions. As our garment supplier please make sure that the care instructions that are created optimize the maintenance of the construction and fabric care of the completed garment. Recommend and seek approval of the care instructions with your appropriate TTA merchandise manager.

The Territory Ahead-Men's Sizing

FINDING YOUR FIT:

We've pre-washed as many of our clothes as possible to reduce shrinkage. Our men's clothes, except pants, are sized for a relaxed fit. Men's pants are Designed to fit true to size.

NECK/COLLAR: Measure around the neck, add 1" to allow for comfort.

CHEST: Measure around the fullest part of your chest, under your arms.

SLEEVES: Measure from the center collar seam at the back of your neck to the bottom of your sleeve cuff with your elbow bent.

WAIST: All of our Men's pants have an average rise (the height from the crotch to the waistband), so your waist measurements should be taken from about 1" above the top of your hips.

INSEAM: Measure from the crotch of your pants (where the two seams cross) down one leg to the hemline. Add about ¼" to allow for minimal shrinkage.

All of our pants are pre-washed to eliminate major shrinkage.

PANTS & PANTS FINISHING: Our sizes 30-40 (even), 33 and 35 are true to fit. We offer men's pant finishing to the ¼" for an additional \$5.75. Just specify your inseam and whether you would like your pants hemmed or cuffed. We can hem to a maximum of 36" and cuff to a maximum of 34" on most styles. Please allow an extra two working days for pant finishing.

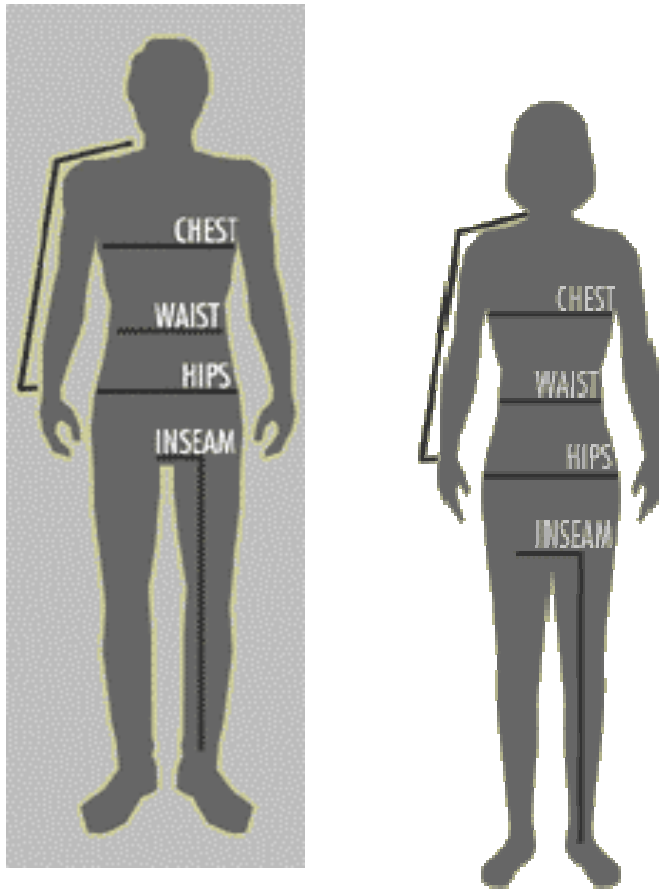
BELTS: Measure around your waist, over the waistband of a pair of comfortable pants.

SHOES: Some of our shoes are listed in European sizing.

Please call us with your U.S. shoe size, and we'll convert the sizes for you.

	Small	Medium	Large	X-Large	XX-Large
Chest	34-36	38-40	42-44	46-48	48+
Neck	14-15	15-16	16-17	17-18	18-19
Sleeves	33-34	34-35	35-36	36-37	37
Waist	28-30	32-34	36-38	40	42

Men's Tall Sizes – Select shirt and outerwear styles are available in tall sizes (woven items – 1" extra in sleeve length, 2" extra in body length; knit items – 1 ½" extra in sleeve length, 2" extra in body length.)



The Territory Ahead – Women’s (TTA and Isabella Bird) Sizing FINDING YOUR FIT:

We’ve pre-washed as many of our products as possible to reduce shrinkage. Our women’s clothes are designed to fit true to size.

CHEST/BUST: Measure around the fullest part of your chest under your arms.

NECK/COLLAR: Measure around the neck, add 1” to allow for comfort.

WAIST & INSEAM: Measure around your waist where you normally wear your pants, allowing for breathing room. For inseam, measure from the crotch of your pants down one leg to the hemline.

HIPS: Measure around your hips about 8” below your natural waist.

MEN’S SIZES FOR WOMEN: Men’s small and medium sizes will also fit women. Sleeve length is the primary area where an item might run long.

Of course it’s not a problem if you don’t mind rolling up your sleeves, but it’s something to be aware of.

WOMEN’S BELTS: Measure around your waist, over the waistband of a pair of comfortable pants.

SHOES: Some of our shoes are listed in European sizing. Please call us with your U.S. shoe size and we’ll convert the sizes for you.

REGULAR SIZING:

	X-Small	Small	Medium	Large	X-Large
Size	2	4/6	8/10	12/14	16
Bust	32.5	33.5/34.5	35.5/36.5	38/39.5	41
Sleeves	30	30.5	31	31.5	32
Waist	24	25/26	27/28	29.5/31	32.5
Hip*	34.5	35/36	37/38	39.5/41	42.5

PETITE SIZING:

	X-Small	Small	Medium	Large	X-Large
Size	2	4/6	8/10	12/14	16
Bust	32	33/34	35/36	37.5/39	40.5
Sleeves	28.5	29	29.5	30	30.5
Waist	23.5	24.5/25.5	26.5/27.5	29/30.5	32
Hip*	34	35/36	37/38	39.5/41	42.5

Women's Sizing						
	1X	1X	2X	2X	3X	3X
	16W	18W	20W	22W	24W	26W
Bust	43	45	47	49	51	53
Waist	35	37	39	41	43	45
Hips	45	47	49	51	53	55
Sleeves	31 1/2	31 1/2	32	32	32 1/2	32 1/2

RING SIZING CHART:

To find your ring size, wrap a small piece of paper around the widest part of your finger and compare to this chart:

	5	6	7	8	9
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QUALITY ASSURANCE

To maintain our high level of customer satisfaction, we have developed a thorough Quality Assurance Program. This program is designed to assure that our quality standards are met in all the merchandise we offer. The following is our customer guarantee:

Satisfaction Guaranteed
“We take the risk out of catalog ordering by standing behind everything we sell. The Territory Ahead products come with a 100% guarantee. If you’re not satisfied, for any reason, please return the item to us for an exchange or refund.”

A. INTERNAL MERCHANDISE INSPECTION PROGRAM

All incoming shipments are subject to an AQL 4.0 inspection procedure. Our goal is to eliminate defective items sent to our customers. For this reason, we use a random sampling plan designed to assure that products meet our customer’s expectations.

1. We inspect and measure a specified number of items chosen at random from each incoming shipment
(see *AQL 4.0 Sampling Procedure on p. 33*).

2. The following areas are evaluated in the inspection process:

- a. The product specification package is used to verify measurements & design details
 - b. Merchandise is compared to Certified Sample
 - c. Fabric quality: fabric is checked for flaws, holes & soiling/spoilage
- J. Polybag labeling must be accurate & a proper bag must be used
- K. Country of origin, care & content labels must be accurate
- L. Color variance: colors must be within 5% of approved certified sample/swatches
- M. Products are checked for scratches or finishing flaws (leather)
- N. Products are checked for cracked, chipped or pitted metal (buttons, zippers, accessory items)
- *If an order fails the inspection procedure the entire shipment is put “on hold”.

3. Inspection of Accessory & Miscellaneous Items:

Accessories are considered wearable, non-apparel items. Miscellaneous products are non-wearable, non-apparel items.

- a. Orders will require a visual inspection using a picture from the catalog, a sample for comparison and product specifications provided by the Product Manager.
- b. Products will be inspected using the AQL 4.0 double sampling procedure.
- c. Orders will be subject to the same evaluation criteria set forth above (Section IV/A/2).
- d. Packaging and product must be devoid of any sales or promotional material.

4. “On Hold” Policy:

In the event that a shipment does not meet quality standards, the shipment will be rejected by the Quality Assurance Department and put “on hold”. Vendors will be notified via Fax or Email when a shipment does not pass our inspection procedure. Once an order is “on hold” it becomes the financial responsibility of the vendor. The vendor will be charged the full cost of inspection, or the merchandise will be returned at the vendor’s expense to be inspected (& repaired if possible) in their own facility. If possible the product will be repaired/re-labeled/repackaged in our distribution center or at a contracted finishing service at vendor’s expense.

B. RETURN TO VENDOR –

Orders failing The Territory Ahead's AQL 4.0 inspection procedure will be handled as follows:

1. Merchandise will be returned to the vendor for re-inspection/repair/re-packaging/re-labeling. The vendor will be charged back for 100% of the value of the goods plus shipping. A Debit Memo will accompany the returned order detailing quantities, purchase amount and reason for return.

When re-inspected/ repaired merchandise is ready to be returned, it is the vendor's responsibility to contact the appropriate inventory manager and advise shipping method and expected delivery date to TTA's warehouse. The original Purchase Order is closed when the merchandise is initially received, therefore **returned merchandise cannot be shipped against the original Purchase Order**. If vendor elects to have merchandise inspected and repaired by TTA, vendor will be charged full value of inspection, repair and the handling charge.

- Please contact work with the Production/Sourcing department and/or Lynnda Christensen, the import traffic manager for transport information and freight fees.
2. When timing does not allow for an order to be returned, The Territory Ahead may elect to perform a 100% inspection, and subsequent repair at the vendor's expense. These rates are as follows:
 - a. 100% Quality Inspection:
 - A flat fee of \$100 per order inspected, plus the following:
 - \$1.00 per unit for each apparel item inspected.
 - \$.75 per unit for each accessory or miscellaneous item inspected.
 - b. Re-labeling/packaging:
 - \$1.00-1.25 per unit for re-labeling (includes cost of a new label sewn in and re-bagging).
 - \$.30 per unit for re-labeling the polybag and \$.30 for re-bagging the garment.
 - c. Changing garment labels or buttons:
 - \$1.50 per label to change main logo, size or content labels.
 - \$.75 per button (excluding button cost.)
 - d. Any other repair work will be charged at cost.
 - e. Additional handling will be charged at \$30.00/hr. (The rates above were calculated using this handling cost.)
 3. If a defective order cannot be repaired,
 - a. The merchandise will be returned to the vendor at the vendor's expense.
 - b. A Debit Memo will be issued for the full value of the merchandise plus all freight charges incurred by The Territory Ahead. This debit will appear on the next check or statement issued to the vendor and will be referenced by an RTV number.
 - c. A Debit Memo detailing the reason for the return & the subsequent deduction will accompany the next payment.
 - d. If merchandise was originally paid by LC/ CAD or Wire Transfer, The Territory Ahead will issue a Debit Memo with wiring instructions. The Territory Ahead must be reimbursed within two weeks of the date the merchandise is received by the vendor. If payment is not made within two weeks, a 10% interest charge will be assessed.

C. DEBIT MEMO

**The Territory Ahead Q/A #3
 Quality Assurance
 Debit Memo**

Date: _____
Attention: _____
Vendor: _____
Address: _____
Vendor R.A. #: _____
Ship Method: _____

From: _____
Manufacturing Defect: _____
Customer Return: _____

Style #:	Description:	P.O.#:	Qty:	Date Received:

Color: #1 _____ #2 _____ #3 _____

% Inspection	% Quantity Failed

Description of Problem:

Resolution:

- A) _____ Proceed with _____ % Inspection
 _____ Proceed with corrections as explained below:

- B) _____ Return _____ Qty to vendor for _____ credit.
 _____ Charge vendor \$ _____ for corrections
 _____ % credit from vendor and _____ qty to be kept as 2nd inventory.
- C) _____ Charge vendor _____ for 100% inspection

Approval: Tech. Mgr: _____ Prod. Mgr: _____
 Divisional: _____

D. DOUBLE-SAMPLING SCHEDULE FOR NORMAL INSPECTION: AQL 4.0

Lot Size	Sample Size	Accept	Reject	Criteria for Continuing Inspection
9 - 90 (Cumulative S/S)	5 13	0 1	2 2	If 1 defective found, go to S/S of 13. *
91 - 150 (Cumulative S/S)	13 20	1 2	3 3	If 2 defectives found, go to S/S of 20.
151 – 280 (Cumulative S/S)	16 32	1 3	4 4	If 2-3 defectives found, go to S/S of 32.
281 – 500 (Cumulative S/S)	20 50	1 5	6 6	If 2 – 5 defectives found, go to S/S of 50.
501 – 1200 (Cumulative S/S)	32 80	2 7	8 8	If 3 – 7 defectives found, go to S/S of 80.
1201 – 3200 (Cumulative S/S)	50 125	3 10	11 11	If 4 – 10 defectives found, go to S/S of 125.
3200 – 10,000 (Cumulative S/S)	80 200	5 14	15 15	If 6 – 14 defectives found, go to S/S of 200.

*If Lot size is 13 units or less, inspect all and reject only defectives found.

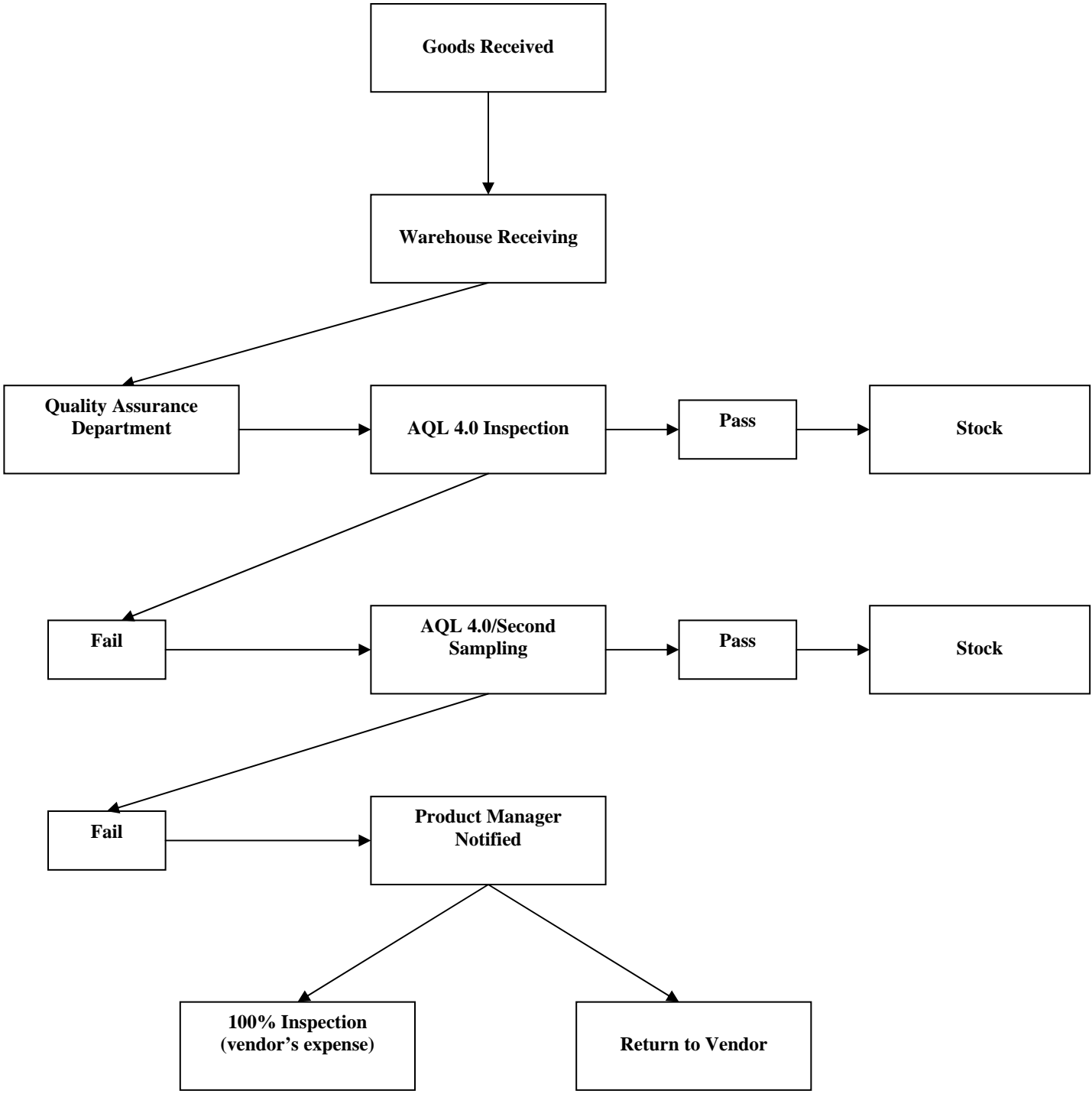
EXAMPLE: If an order of 600 units is received in The Territory Ahead warehouse, 32 pieces will be sampled at random for inspection. These initial samples will be pulled from various cartons, colors & sizes. If only 2 of the 32 samples are found to be defective, the order will be passed and received into stock. If 3 to 7 of the samples are found to be defective, the order will be go into Secondary Sampling (S/S), where an additional 48 samples will be checked at random. The number of defectives allowed in the Second Sampling will depend on the number of defectives found in the First Sampling of 32 pieces. No more than 7 defective samples can be found in the Cumulative sampling of 80.

For example: If 3 defective samples are found in the first 32 samples, no more than 4 defectives can be found in the Secondary Sampling (S/S) of 48 if the order is to pass. If 5 defectives are found in the S/S, the order will be rejected.

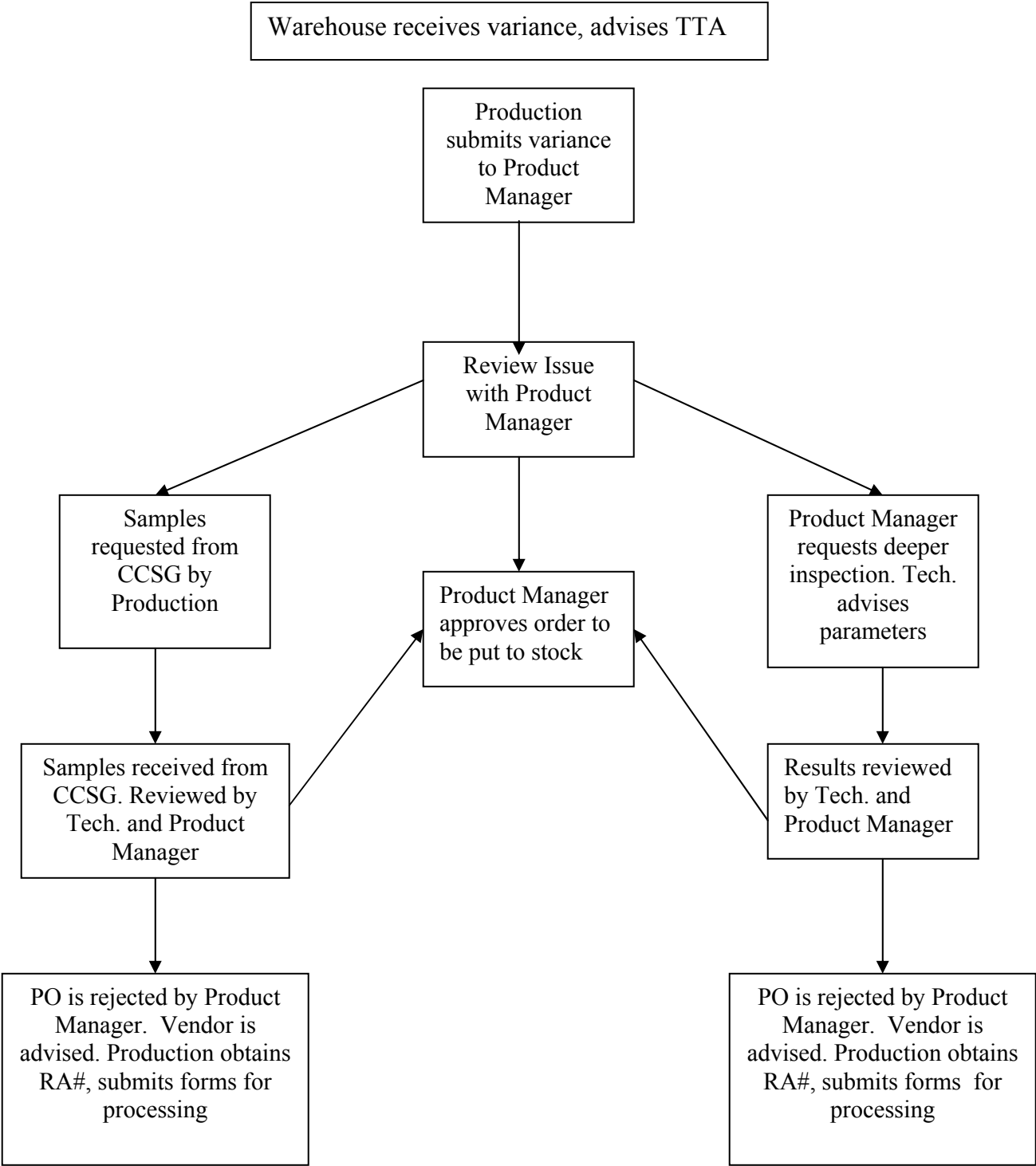
If 4 defective samples are found in the first 32 samples, no more than 3 defectives can be found in the Secondary Sampling (S/S) of 48 if the order is to pass. If 4 defectives are found in the S/S, the order will be rejected.

In the above scenarios, the defective samples found in the Cumulative sample lot cannot exceed 7 if the order is to pass. If the Cumulative number of defective samples found is 8 or greater, the order will be rejected.

E. INSPECTION PROCESS



F. Quality Variance Resolution Flow Chart



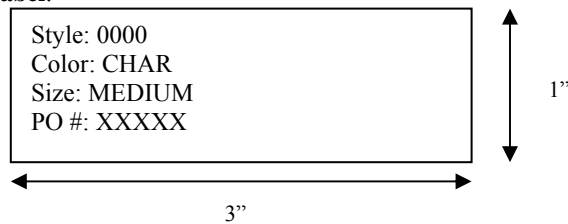
V. PACKAGING & LABELING

All Merchandise must be individually packaged and labeled. Packaging protects the merchandise during shipping to the distribution center, through the warehouse and when shipping to the customer. It is also significant in the presentation of the merchandise to the customer. Exceptions to the below requirements must be pre-approved by the Product Manager. Unapproved packaging or labeling will result in chargebacks due to the additional handling involved to reach compliancy.

A. PACKAGING & LABELING REQUIREMENTS

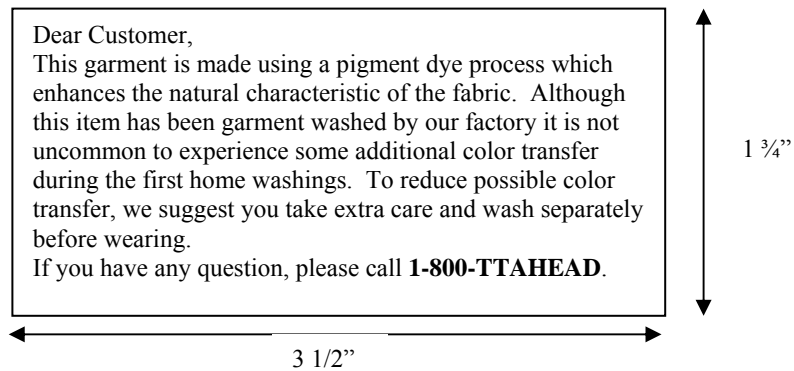
1. The dimension of the main polybag label should be 1" High X 3" Wide.
2. Minimum font size should be universal 12 point (or ¾).
3. The label should include the style #, color, and size as listed on the Purchase Order and the PO #.
4. For flat packed garments, the label should be placed in the right hand bottom corner of the polybag.
5. For hanging garments, the label should be placed on the upper right hand corner of the polybag.

Example of Main Label:

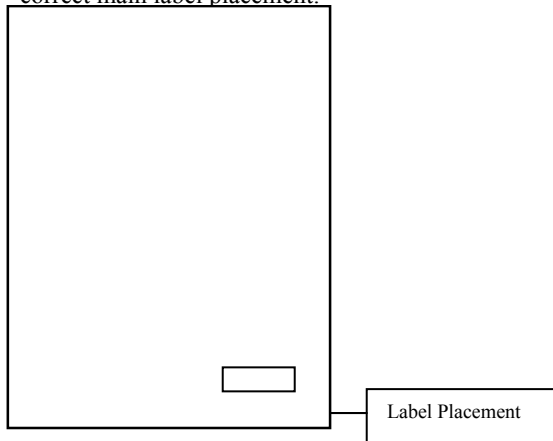


6. If a Disclaimer label is requested by Product Management, the dimension of the disclaimer label should be 1 ¾" High X 3 ½" Wide. Label should be placed in the middle of the bag below the TTA or IB Logo.
7. The wording for the Disclaimer message should come from the Product Manager, and it should be followed exactly.
8. The message should begin with "DEAR CUSTOMER", and end with The Territory Ahead telephone number. The telephone number should be in bold type.

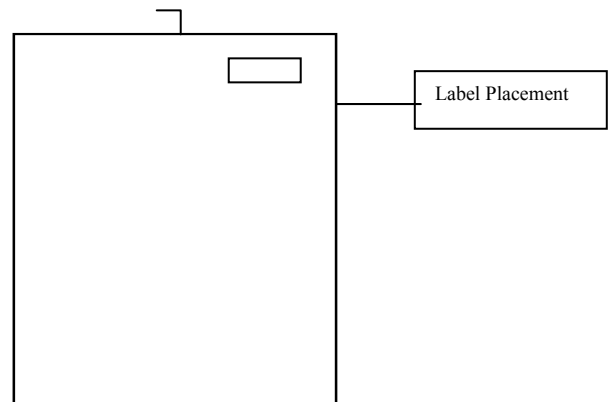
Example of Disclaimer:



Flat Packed Garment with correct main label placement.



Hanging Garment with correct main label placement.



B. POLYBAG REQUIREMENTS/APPAREL

1. The Territory Ahead Logo Polybag Sizes:
 - a. Flat Packed*:
 - 12" x 18" Shirts/Skirts/ Fine gauge knits
 - 18" x 24" Pants/ Sweaters/Jackets/Dresses/Leather vests
 - 26" x 40" Leather Jackets (*leather must be in a perforated bag*)
 - b. Hanging** (These must be pre-approved by the Product Manager)
 - 21" x 4" x 42" Tops/Skirts
 - 21" x 4" x 63" Dresses/Long coats

2. Isabella Bird Logo Polybag Sizes:
 - a. Flat Packed*:
 - 12" x 18" Shirts/Skirts/ Fine gauge knits
 - 18" x 24" Pants/ Sweaters/Jackets/Dresses/Leather vests
 - 26" x 40" Leather Jackets (*leather must be in a perforated bag*)
 - b. Hanging** (These must be pre-approved by the Product Manager)
 - 21" x 4" x 42" Tops/Skirts
 - 21" x 4" x 63" Dresses/Long coats

*All flat packed polybags must be pre folded with the ends sealed.

**Hanging polybags must be taped closed at the bottom of the bag.

3. All products must ship in a logo polybag UNLESS pre-approved by a Product Manager.
4. All underwear and swim wear must ship in a sealed polybag.
5. Polybags may vary slightly, but the garment must fit the size of the bag.
6. All polybags must be clear in color
7. Minimum thickness gauge 1.00 mil. – We recommend .0015
8. Polybags are required to be BHT-free. It is the vendor's responsibility to verify this with the supplier. Bags containing BHT (Butylated Hydroxytoluene) can cause yellowing of the products.
9. The following warning must be printed on all polybags:

**WARNING: TO AVOID DANGER OF SUFFOCATION, KEEP AWAY FROM BABIES & CHILDREN.
DO NOT USE IN CRIBS, BEDS, CARRIAGES OR PLAYPENS.
THIS BAG IS NOT A TOY**

The warning label must be printed on the plastic bag using smear-proof ink. The size and color of the of the print must large and easy to read against either a light or dark background. Below are font size specifics in relation to the size of the plastic bag. You may use the same font size for all of your poly bags provided they meet the minimum font size requirements for your largest bag:

Total of length and width of bag combined	Size of Type
Less than 30 inches	10 points
30 inches or more, but less than 40 inches	14 points
40 inches or more, but less than 60 inches	18 points
60 inches or more	24 point

PACKAGING OF ACCESSORY & MISCELLANEOUS ITEMS

Note: Your merchandise manager can provide a separate vendor manual that details Accessory and Miscellaneous requirements.

All items need to be individually boxed and/or polybagged with the SKU label placed on the bottom, right hand corner of the item. DO NOT use styrofoam beads (peanuts) as packing material.

1. **Jewelry-** each piece of jewelry needs to be individually packaged in a plain white or brown box. The vendor should supply extra boxes for 5% of the Purchase Order quantity to replace defective boxes. It is required that each box has a printed SKU tag on the bottom. The tag needs to include the following information: style #, color, size (if applicable) and PO #. The vendor is responsible for sending a pre-shipment sample, packaged as above, to the product manager for approval.
2. **Shoes-** Shoes should be shipped in individual plain white boxes, or a box approved by the Product Manager. The vendor should supply extra boxes for 5% of the Purchase Order quantity to replace defective boxes. Each box needs a printed SKU tag on the bottom of the box with the style #, color, size and PO #. The vendor is responsible for sending a pre-shipment sample, packaged as above, to the product manager for approval.
3. **Hats-** the Product Manager will specify Hat packaging as appropriate for the individual item. Most often, women's hats will need to be boxed individually with the SKU label placed on the side of each box. Men's sized hats will also be packaged individually, while more casual hats (baseball style) might only be polybagged & labeled. The vendor is responsible for sending a pre-shipment sample, packaged as above, to the product manager for approval.
4. **Handbags/ Luggage-** Each bag needs to be individually wrapped in a polybag with a printed SKU tag on the polybag, stating the style # and color. The vendor is responsible for sending a pre-shipment sample packaged as above to the product manager for approval.
5. **Games –** Games must be individually packaged and protected to secure all individual parts during shipping.
6. **Other items-** Because the accessory & miscellaneous category is so broad, packaging for items not covered in the above categories will have to be addressed by the individual Product Manager.

***The vendor is responsible for sending a pre-shipment sample of production packaging, to the Product Manager for approval. This sample will be forwarded to the Quality Assurance Department for receiving and inspection purposes.**

D. PACKING SLIPS

The packing slip is a document used to identify the contents of a shipment by purchase order. It provides the detailed information of the shipment: carrier details, ship date, purchase order number, item number, color, size and quantity per case. Additionally, the total units, cartons, pallets and total weight of the purchase order shipment, carrier and pro # are required on the packing slip.

For all International Shipments, a packing slip is required (as are other documents, i.e. Commercial invoice, textile declaration, etc.) by U.S. Customs for entry (please see example below – note all fields shown are required to be provided on the packing slip). **A packing slip must be inside and attached to the outside of the lead case for each purchase order.**

VENDOR NAME: _____
Street Address: _____
City, State, and Zip Code: _____
Phone Number: _____
Fax Number: _____

Packing List

BILL TO:
 The Territory Ahead
 419 State Street
 Santa Barbara, CA 93101

SHIP TO:
 The Territory Ahead Distribution Center
 8877 Union Center Blvd.
 West Chester, OH 45069

SHIP DATE:

CARRIER USED:

PURCHASE ORDER #:

PRO #: (if applicable)

CASE#	TTA ITEM NUMBER	ITEM DESC	COLOR	SIZE	QUANTITY IN CASE

TOTAL UNITS	TOTAL CASES	TOTAL PALLETS	TOTAL WEIGHT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

VI. SHIPPING

A. ADVANCE SHIPPING NOTICE (ASN)

The Territory Ahead requires use of the ASN to communicate shipment details to our distribution center. The ASN requires each case to be identified with a UCC-128 (or EAN) 20-digit case number. The UCC-128 is the 20-digit U.S. case label. EAN is the European equivalent of the UCC-128.

1. An ASN is required on all shipments.
2. The assigned (UCC-128 or EAN) case label number defines the case contents and must appear on the ASN. The UCC-128 will be associated with the shipping purchase order number, item number, color, size and quantity per case.
3. The carton contents listed on the ASN must be 100% accurate. Every line must contain only one style/color/size per line (even if duplicate). You must include all 20 digits of the UCC-128 (or EAN) for each case shipped on the ASN. *If you include a mixed sku carton, create a separate line for each sku within that same carton and copy down the same UCC-128 number (Note: mixed sku cartons is a vendor compliance charge back).*
4. The ASN includes the information of a shipment, the purchase order details (style # / color / size), as well as the specific case quantities.
5. The ASN must indicate whether the purchase order is partial or complete by indicating Y or N next to the 'shipped complete' field.
6. We ask that the ASN be transmitted as soon as the shipment leaves the factory. A case-level ASN must be received 24 hours BEFORE the shipment arrives at the distribution center in Ohio. The email address for and Excel formatted ASN is: ASN-TTA@CCSGINC.COM

B. ACCEPTIBLE FORMATS FOR ASN TRANSMISSION:

If an effort to improve throughput and reduce errors we no longer accept ASN's by FAX.

1. **Formatted Excel spreadsheet**, emailed as an attachment to the Traffic Manager. To access a copy of the already formatted Excel document with simple but detailed instructions for filling out the appropriate information:
 - a. Visit: <http://ccsginc.com> (*Excel 97 or better is required to access the spreadsheet*)
 - b. Click On: [Territory Ahead Vendor Partnership <tta.htm>](#)
 - c. Fill in the username "ttavc"
 - d. Fill in the password "ahead2000"
The instructions can be printed out and used to follow along if you wish.
 - e. The information pertaining to the item number, color, size, etc... should be taken directly from the purchase order and must be entered in the exact order requested.
 - f. ALL fields on the form must be completed (even if the information is duplicate). Email the completed document to: ASN-TTA@CCSGINC.COM
 - g. **An example of a complete ASN is located below for your reference**
 - h. If you have trouble accessing the website you can request the spreadsheet by contacting the Traffic Manager.
2. **Electronic Data Interchange (EDI)**
 - a. EDI allows the vendor to receive PO information from The Territory Ahead and provide ASN information in a standard electronic format. The initial setup and testing is fairly involved, and continuous maintenance is required. EDI can support the production of UCC-128 labels but only with additional software.
 - b. IF YOU ARE EDI CAPABLE and wish to begin using EDI with The Territory Ahead please proceed as follows:
 - i. Notify your Inventory Manager
 - ii. Contact our EDI coordinator: Scott Thomas (stthomas@ccsginc.com)
 - iii.) Phone: (513) 603-1244, Fax: (513) 603-1495. Once your communication is received we will send you the appropriate information to begin the set up process.
 - iv. Advise if your EDI system requires the Territory Ahead to use your UPC codes when placing a PO for your products. *If this is necessary the Inventory Manager will contact the vendor to obtain the UPC codes for the appropriate sku's as needed.*
 - v. Please note, from the time they begin testing vendors will have 3 months to pass EDI testing. After 3 months, vendors will be charged \$90 per test as well as all vendor compliance charges that apply to the shipment, until they pass. Until your company is set up for EDI communication, you must send ASN's using the Excel Format provided by CCSG.
 - vi. During testing, all other vendor compliance requirements will be enforced including, UCC-128 compliance, item labeling, packaging, etc...
 - vii. Vendors not completing the testing phase within 6 months will be removed from the EDI program and requested to communicate via other electronic modes. (*Continued next page*)

3. Vendor Net

- a. Vendor Net is a web based application that enables a user to receive purchase orders, print out UCC-128 case labels, send an ASN against an order over the Internet. There is no cost to a vendor to take advantage of this easy to use program.
- b. Vendors using Vendor Net may continue to purchase UCC-128 case labels from an outside source as special printers and paper are required for this task. In addition, Vendor Net can assist the vendor in printing polybags stickers provided the vendor has a printer at their facility.
 - i. If you wish to be considered for Vendor Net set-up, please contact The Territory Ahead Traffic Manager, Lynnda Christensen or vtg@ccsginc.com.

If you have any questions concerning Traffic or Compliance please contact the Traffic Manager, Lynnda Christensen at: Lynnda.Christensen@ttahead.com or by phone/fax (509-548-4769). Vendor compliance questions can be emailed directly to Vendorcomp@ttahead.com.

Example of an ASN completed using the Excel spreadsheet:

The screenshot shows the 'ASN Creator' application window titled 'The Territory Ahead Advanced Shipment Notice'. The interface is divided into 'Header' and 'Cases' sections.

Header Section:

- Buttons: Check For Errors, Print ASN, Save ASN, Save Vendor Information, Get Vendor Information
- Vendor Number: 555
- Vendor Name: TWAIN APPAREL
- Address: 1234 HUCK FINN LANE
- City: SANTA BARBARA, State: CA, Zip: 93101
- Contact Name: TOM SAWYER
- Contact Phone: 555-555-5555
- User Field 1: (empty)
- User Field 2: (empty)
- PO Number: 0044444
- Shipped Date (mm/dd/yyyy): 10/3/2005
- Delivery Date (mm/dd/yyyy): 10/6/2005
- Carrier: UPSN
- Carrier Pro#: 1ZX1111111111111111
- Total Weight (lbs): 88
- Total Cases: 4
- Total Units: 100
- Instructions: Vendor Number can be found on the Purchase Order (P.O.), or from your Inventory Planner. Press tab after

Cases Section:

- Buttons: Clear Case Information, Save ASN, For CCSG Use Only, Export
- Summary Table:

	Header	Case Detail	Variance
Total Cases	4	4	0
Total Units	100	100	0
- Auto-Populate Cases: Calculate Next Available Case After Populate
- Beginning Case No.: (empty), PO Number: (empty)
- Item Number: (empty), No. of Cases: (empty)
- Suffix #1: (empty), Units per Case: (empty)
- Suffix #2: (empty), Total Units: (empty)
- Suffix #3: (empty), Populate Cases: (button)
- Instructions: (empty green box)

Table:

Add Del	Line #	Case Number	Item Number	Color	Size	2nd Dim	Qty	PO Number
Green/Red	1	00007655660000001013	555000	CARA	O5		25	0044444
Green/Red	2	00007655660000001020	555000	CARA	O5		25	0044444
Green/Red	3	00007655660000001037	555000	CARA	O5		25	0044444
Green/Red	4	00007655660000001044	555000	CARA	O5		25	0044444
Green/Red								
Green/Red								
Green/Red								
Green/Red								
Green/Red								

Version: 2.0.2

C. IMPORT DOCUMENT REQUIREMENTS

As required by Customs, duties and taxes must be paid on goods at the time of importation. These fees are payable to the U.S. government. Documentation must be provided within 5 working days from the date the carrier arrives. To successfully meet these requirements, The Territory Ahead requests the following documentation:

1. ASN to be sent to TTA traffic manager as well as CCSG. Emailed ASN's send to ASN-TTA@CCSGINC.COM.
2. Carrier's Certificate, original Bill of Lading, or Airway Bill properly consigned
3. Signed Commercial Invoice and Packing List
4. Detailed description of item in English, identifying garment as men's or women's
5. Declare value of item stated in U.S. currency on purchase order and invoice.
6. Other cost of item (freight, insurance, etc.), if applicable.
7. Net quantity for each item
8. Gross weight in kilograms
9. The item's country of origin
10. Quota declaration
11. Single/ multiple country of declaration
11. For textiles – fiber content must be given on invoice. Woven fabric must indicate whether solid or yarn dyed.
12. Knit garments must include stitch count.
13. **As part of U.S. Customs compliance, any shell buttons applied to TTA garments must be invoiced separately from non-shell button garments. Additionally, the following information should be included on the commercial invoice for shell button garments:**
 - The Territory Ahead's Federal Fish and Wildlife Permit Number LE032214-0.
 - The total number of shell buttons on each garment, including spares.
 - The unit cost of the shell button.
 - The species of the shell button.
14. Make sure to include all of the required documents for the importation of TTA product. A copy of the Importer Security Filing (ISF) Data elements can be found on page 71.

Please make sure this information is clearly placed on the commercial invoice and that our freight forwarders are notified of all shipments including shell buttons. Cincinnati doesn't have clearance for shell buttons so the freight forwarder will have to arrange the shipment to clear from another port location. If you have any questions regarding this procedure, please contact your Territory Ahead freight forwarder.

D. LABELING OF CASES:

The Territory Ahead and U.S. Customs require the following case markings on imported products:

1. Case Labeling: The 'country of origin' must be marked on the outside of the case. This can be on a label or directly on the cardboard.
2. Case dimensions - as specified.
3. UCC-128 (EAN) label to be on outside of case as specified.

The **UCC-128 case label** is a bar code that lists the shipping vendor and case identification information. The purpose of the UCC-128 case label is to enable our distribution center to electronically scan the label and record its contents upon arrival. Each case must have a unique UCC-128 label attached to the **lower left corner of the short side**.

The Uniform Code Council has approved a standardized format for the UCC-128 case label.

We recommend the following label dimensions: English = 6" (Tall) X 4" (wide), Metric=15 cm (tall) X 10 cm (wide). The type must be at least 3/4" in height (or 12 pt). Self-adhesive labels are preferred. Use low reflective tape if label is not self-adhesive.

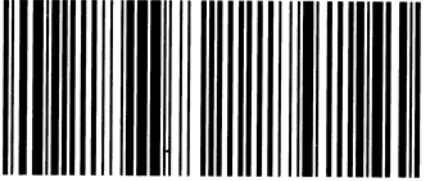
UCC-128 Shipping Case Label Data Requirements:

1. Vendor Shipping Information (address)
2. "Ship-to" Information (from PO)
3. Carrier Info: Name, Pro #, BOL #
4. Purchase Order (PO) #
5. The Territory Ahead Style #
6. TTA Color and Size (Write Style number and color code as it appears on the TTA purchase order)
7. TTA Item Description
8. Case #
9. Case Count (i.e. "01 of 05")

UCC-128 (EAN) Case Label Specifics

10. Quantity per Case
11. UCC 128 Symbol (Case Identification Bar Code)
1. The Uniform Code Council has approved a standardized format for the UCC-128 Case Label. For more information in the United States call, (800) 543-8137, or visit www.uc-council.org.
2. Please provide the following information to your case label printer:
 - UCC Code 128 subset "C"
 - Encoded digits: Twenty (20) numeric
 - Minimum Narrow Element: .02" (0.5 cm)
 - Wide Element: 1.0" (2.5 cm)
 - Minimum Bar Height: 1.0" (2.5 cm)
 - Maximum Pattern Length: 3.12" (7.9 cm)
 - Overall Pattern Length: 3.52" (8.93 cm) (including white spaces/ "quiet zones")
3. You must have a UCC-128 (EAN) bar code quality program in place that ensures ANSI A or B print quality (ANSI X 3.182).
4. Be sure to use smudge-proof and waterproof labeling/ink.

Decoding the UCC-128 Case Label:

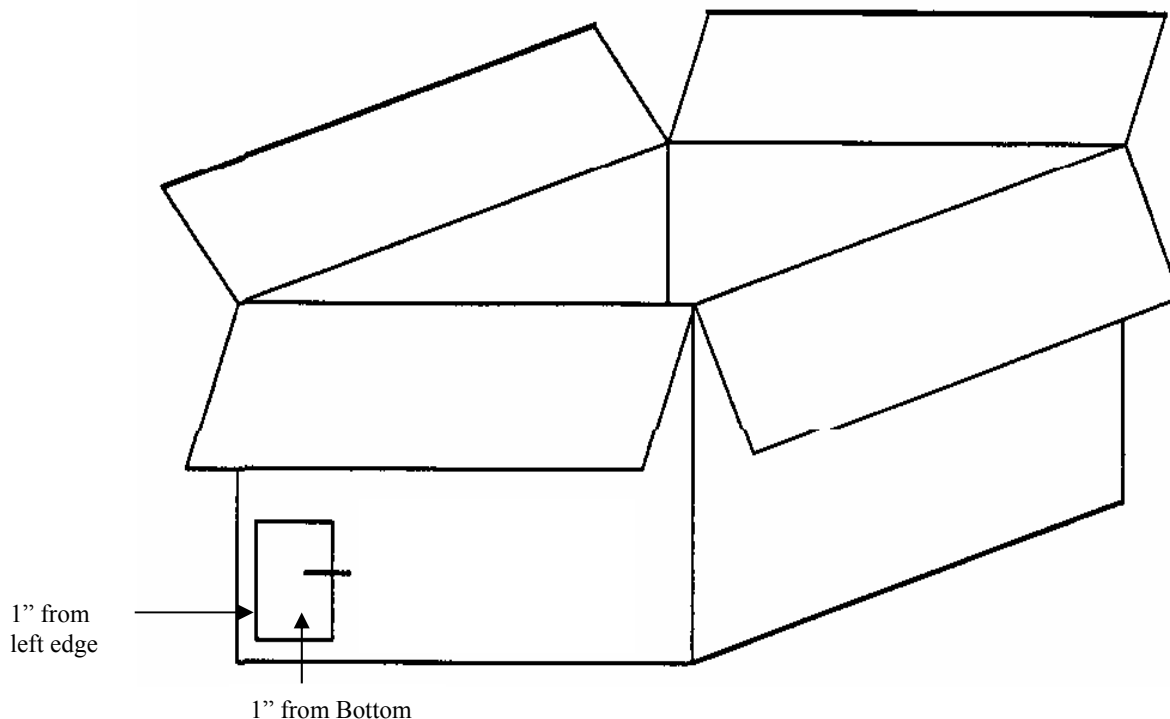
SHIP FROM:	SHIP TO: The Territory Ahead c/o Cornerstone Group 8877 Union Center Blvd West Chester OH 45069
Ship To Postal Code: (420) 45069	Carrier Info:
Purchase Order #:	
TTA Item #:	
Vendor Item #:	
Size:	Qty/Case:
Color:	
Desc:	
Case #	of
(00) 0 9999766 000010950 2	
	
(00) 0 9999766 000010950 2	

- 1= Vendor's UCC Number (or UPC preceded by a zero).
- 2= Unique Carton Identification Number
- 3= Check Digit



UCC-128 (EAN) Case Label Placement

The UCC-128 case label must be placed on one of the short ends of the case. Placement is to be 1 inch from the bottom and 1 inch from the left edge of the case.



E. SOURCES FOR UCC-128 LABELS

Vendors can purchase software packages in order to produce their own UCC-128 labels or make arrangements to have the labels pre-printed for them. In these cases, you will need to have the label approved by faxing a copy to the Traffic Manager: (805) 965-1560.

Below is contact information as well as an order form for a domestic label supplier already set up to produce pre-printed UCC-128 labels for The Territory Ahead.

Adaptive Data Interchange (ADI)- www.adi-barcode.com
8104 Claude Thomas Rd., Suite 25
Franklin, OH 45005
Contact: Tim or Jerry Gribler
Phone (937) 704-9644
Fax (937) 704-9814
Email: jgribler@adi-barcode.com // tgribler@adi-barcode.com

Please contact The Traffic Manager or ADI directly to obtain the most current label order form, (in Excel format) along with instructions for ordering.

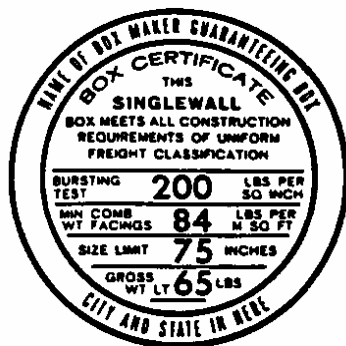
G. CASE REQUIREMENTS

The case that is used to ship product to our distribution center must meet the following requirements:

1. The case burst strength must be 200 pounds (91 kg) or greater. (See below)
2. The ECT (edge crush test) must be 32.5 pounds (15 kg) or greater.
3. The MINIMUM case weight is 2 pounds.
4. The MAXIMUM case weight is 50 pounds.
5. Case dimensions: MINIMUM= 6" (high) X 6" (wide) X 9"(long)
MAXIMUM = 29"(high) X 26"(wide) X 40" (long).

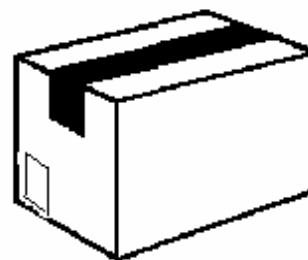
** Our warehouse does not have storage capacity to accommodate cases exceeding the maximum dimensions allowed. Please take care to ensure that your cartons meet the min/max dimensions.**

6. Taping of cases must not hide any required case markings or labels.
7. DO NOT secure individual cases with straps, bands, staples, string or fabric. These attachments can damage the distribution center's material handling equipment. Cartons arriving with bands will result in a charge back.



H. TAPING AND SEALING CASES

Standardized case sealing simplifies inventory and quality inspections. Apply a single strip of tape to seal case with a minimum of 3" overlap on each end. Please be aware the 3" overlap is a requirement from our insurance company. Taping must not hide required case markings or labels. Below is the recommended sealing technique for standard cases. For security purposes, The Territory Ahead requests that you use tamper evident tape.



I. CASE PACKING

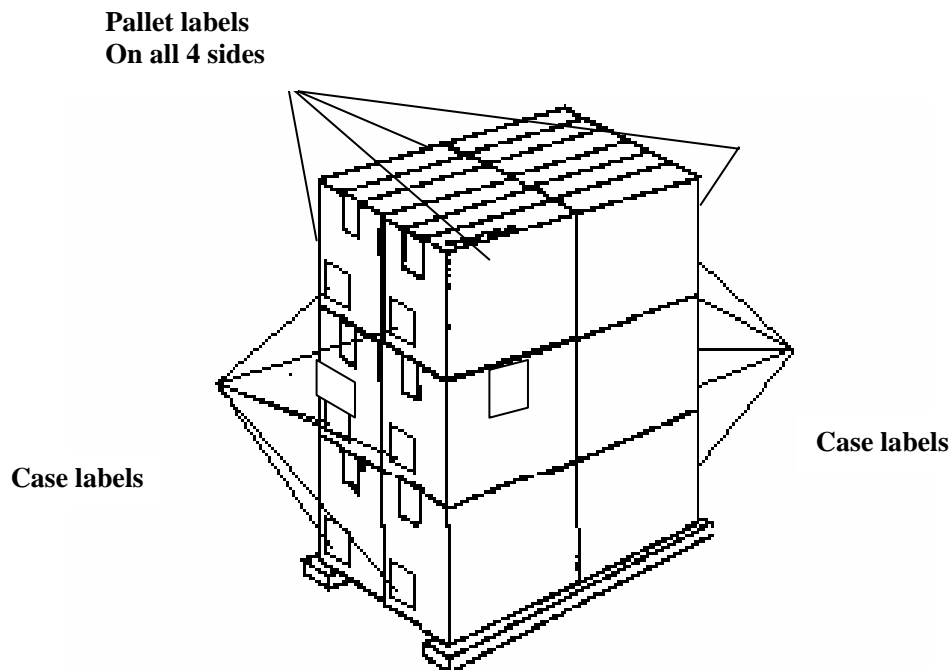
1. The case contents MUST CONTAIN ONLY 1 SKU. A "SKU" is a stock-keeping unit, referring to one item/color/size. Mixed SKU cases are not allowed.
2. Individual cases must contain items from only one purchase order.
3. All items must be produced and shipped from a valid purchase order.

J. PALLETIZING SHIPMENT

Facts regarding palletizing a shipment:

1. The required pallet size is 48” long X 40” wide (1.22m long x 1m wide).
 2. Maximum pallet height including stacked cases allowed in the distribution center is 65” (1.65 meters).
 3. Cases on the pallet cannot extend past the length or width of the pallet.
 4. Use 4-way pallets.
 5. A pallet label including ship to and ship from names and addresses, Territory Ahead purchase order number and pro number must appear on all 4 sides of each pallet.
 6. A separate sheet of bright, colored paper should be taped on all 4 sides of the pallet reading: “PLEASE DO NOT BREAK DOWN SKIDS”.
 7. Individual case labels must be visible. Place case labels facing outward.
 8. Cases of the same purchase order must be marked with case number and total quantity of cases in shipment: example: “1 of 24”.
 8. When palletizing multiple purchase orders, combine cases of the same purchase order on the same pallet, or on the same level of a pallet if the number of cases partially fills a pallet.
- Please Contact the Traffic Manager, Lynnda Christensen (Lynnda.Christensen@ttahead.com) regarding palletizing shipments.

The diagram below represents acceptable stacking procedures:



The Territory Ahead

DOMESTIC VENDOR ROUTING GUIDE

Effective 4-1-07

The following routing instructions apply to all ship to locations.

*Please refer to the purchase order for the correct ship to address.

OVERSIZE and EXCEPTION SHIPMENTS - ANY of the Following

Weight is greater than 2500 pounds.

Shipment is less than 4 pounds per cubic foot and occupying 750 or more cubic feet.

Shipment is 1,500 or more cubic feet.

Shipment is 6 or more skids.

Any Air or Expedited Shipping Requests.

If your shipment meets ANY of Oversize or Exception Shipment characteristics please contact
The Territory Ahead Routing Center at Kingsgate Transportation for Custom Routing.

Please note that Kingsgate may route shipments via Yellow.

Please be sure to record the Routing Authorization Number on the Bill of Lading.

Routing Center E-Mail Address: cornerstone@kingsgatetrans.com

Routing Center Phone Number: 800-336-3441 x1024 or x1021

Standard Shipments

Routing Center Web Utility Address

Use email. > <http://www.kingsgateextranet.com/ccsg>

If Shipping From: **California All zips.**

<u>Shipment Weight</u>	<u>Carrier Name</u>	<u>Carrier Phone Number</u>	<u>Carrier Website/E=Mail</u>	<u>Other Information</u>
0 – 100 pounds	UPS	800-Pick-UPS	www.ups.com	Use UPS <u>Collect</u> Billing - Account # A0R553
101- 750 pounds	Yellow	800-610-6500	www.yellowfreight.com	Billing is Freight Collect
Over 750 pounds	Kingsgate	800-336-3441 x1024	See email above for Kingsgate	Kingsgate may route shipments w/ Yellow.

If Shipping From: **New Jersey All zips, New York zips 10000 to 11999 and Pennsylvania zips 18900 to 19499.**

<u>Shipment Weight</u>	<u>Carrier Name</u>	<u>Carrier Phone Number</u>	<u>Carrier Website/E=Mail</u>	<u>Other Information</u>
0 – 100 pounds	UPS	800-Pick-UPS	www.ups.com	Use UPS <u>Collect</u> Billing - Account # A0R553
101- 750 pounds	Yellow	800-610-6500	www.yellowfreight.com	Billing is Freight Collect
Over 750 pounds	Kingsgate	800-336-3441 x1024	See email above for Kingsgate	Kingsgate may route shipments w/ Yellow.

If Shipping From: **Any State or Zip Code NOT Listed Above.**

<u>Shipment Weight</u>	<u>Carrier Name</u>	<u>Carrier Phone Number</u>	<u>Carrier Website/E=Mail</u>	<u>Other Information</u>
0 – 100 pounds	UPS	800-Pick-UPS	www.ups.com	Use UPS <u>Collect</u> Billing - Account # A0R553
101- 4,000 pounds	Yellow	800-610-6500	www.yellowfreight.com	Billing is Freight Collect
Over 4,000 pounds	Kingsgate	800-336-3441 x1024	See email above for Kingsgate	Kingsgate may route shipments w/ Yellow.

Bill of Lading Requirements

1. Bill of Lading must have ALL Purchase Order Numbers on it.
2. Carton and Skid Count must be listed on Bill of Lading. Carton count must match ASN.
3. Routing Authorization Number (if applicable) must be on Bill of Lading.

Please refer to the vendor compliance manual for ASN, packaging, labeling and all other requirements.

For the most up to date routing guide and vendor compliance manual please go to our web site at: <http://www.ccsginc.com>

This routing is subject to change.

Failure to follow these routing instructions will result in a charge back penalty.

Please see the vendor compliance manual for details.

Additional Non-Compliance Infractions – The below infractions will be charged back at a rate particular to the individual infraction:

1. **Un-Authorized Carriers** – If The Territory Ahead or its affiliates are paying any portion of the freight, then the carrier specified in the current Routing Guide for the origin / destination / shipment size must be used. Contact Lynnda Christensen, our Import Traffic Manager for details (Lynnda.Christensen@ttahead.com) . Failure to follow the Routing Guide instructions will result in the shipment being considered “FOB destination” and:

- All freight charges will be the responsibility of the vendor
- An additional fee will be assessed
- All merchandise loss or damage will be the responsibility of the vendor

2. **Freight charges on Merchandise Invoices** – If The Territory Ahead or its affiliates are paying any portion of the freight, then shipments are to be made on a freight collect basis. Merchandise invoices with freight charges added will be paid net of freight charges. Invoices submitted for freight charges only will be returned unpaid.

3. **Terms are prepaid and Vendor ships collect** – Any freight charged to The Territory Ahead or its affiliates by vendors whose standard agreement is to ship prepaid, will in turn be charged to the vendor with an additional fee.

4. **Overweight shipments** – Shipments matching the overweight / oversized shipment characteristics as noted in the current Routing Guide must be routed per the overweight / oversized shipment routing instructions. Each shipment will be assigned a unique authorization number regardless of the specific carrier selected by CCSG Transportation or their agent. The authorization number must appear on your bill of lading or airway bill. Shipments exceeding the overweight / oversized shipment guidelines and which do not include a CCSG-issued authorization number will be assessed the full freight of the shipment plus an additional fee.

5. **Overweight / Oversized shipment does not match authorized weight, cube or carton amounts** – Shipments being routed via the overweight / oversized routing guidelines must match the weight, cube and carton count numbers that were authorized in order to obtain the authorization number. If the weight, cube or carton count amounts authorized prior to shipment do not match the incoming shipment’s weight, cube or carton counts the vendor will be assessed the full freight for the shipment and an additional fee.

6. **Failed to consolidate same day / same destination shipments** –

All merchandise to be shipped from a single shipping address to a single destination address on the same day must be combined onto a single Bill of Lading. All merchandise from the same PO must be combined onto a single ASN. Routing guidelines should then be applied to the entire shipment. Failing to do so will result in the vendor being assessed full freight charges plus an additional fee.

All Merchandise to be shipped from a single shipping address on consecutive days to a single destination is encouraged to combine onto a single Bill or Lading. Routing guidelines should then be applied to all shipments.

M. SHIPPING SUMMARY

1. Facts regarding the Advance Shipment Notice (ASN):

- ALL shipments require an ASN at time of shipment. Completed ASN's can be emailed to ASN-TTA@CCSGINC.COM (If not EDI or Vendor Net).
- ASN's include the information for a shipment as well as the case level details.
- The information on the ASN corresponds to the UCC-128 label details: case contents including P.O. #, item #, color, size, quantity per case.
- The ASN reports the transportation-related information.
- YOUR ASN MUST BE 100% ACCURATE.

2. Facts regarding the UCC-128 (EAN) Case Labels:

- The UCC-128 case label identifies both the vendor and contents of the specific case as well as the purchase order.
- Each UCC-128 case label is unique.
- The 20 digit UCC-128 case number must be written on the ASN along with the item description, color, size, quantity per case and purchase order number.
- Individual UCC-128 case labels must be affixed to each shipped case.
- The UCC-128 case label can replace all other labels on the package including address labels.
- The UCC-128 case label MUST be placed on the lower left corner of the short side of the case, 1" from the bottom and 1" from the left side. (See diagram on p. 45)

3. Other Information

- All shipments must be accompanied by an ASN and/or packing slip.
- The packing slip and/or ASN must be inside and attached to the outside of the lead case for each purchase order.

VII. OPERATIONS/ACCOUNTING

A. PURCHASE ORDERS

The Territory Ahead uses purchase orders to formalize inventory purchasing commitments. Any merchandise shipped on behalf of The Territory Ahead without an accompanying purchase order is invalid.

The Inventory Management department is responsible for the accuracy, content and maintenance of purchase orders. If there are questions regarding the information on the purchase order, they should be directed to the undersigned Inventory Manager.

Upon receipt of a Purchase Order, vendors should immediately review style numbers, dates, quantities and terms on the order. If a vendor is unable or unwilling to adhere to the terms as set forth on the order, exceptions should be noted and communicated in writing to the undersigned Inventory Manager. The desired changes will be reviewed and if agreeable, incorporated into the order. If the desired changes are not agreeable, the vendor will be notified and terms will be negotiated.

B. DELIVERIES

Requested ship dates are determined according to the catalog(s) in which specific products will appear. For this reason, it is critical that all shipments be in complete adherence with the shipping dates specified.

1. Complete Shipments- each purchase order should be shipped complete, as one delivery. In the event that a vendor is unable to ship an order complete within the specified ship dates, a request for a partial shipment can be made by contacting the undersigned Inventory Manager prior to shipment. Acceptance of partial shipments is at the discretion of the Inventory Manager. If partial shipments are approved, the Inventory Manager may require that certain sizes and colors be prioritized.

2. Overages- If a vendor wishes to ship over and above the quantities set forth in the purchase order, the undersigned Inventory Manager should be contacted in advance of shipment. Quantities shipped over and above the amount set forth in the purchase order will not be accepted without prior approval. Any such quantities will be deducted from the invoice, and a return authorization will be requested. The returned merchandise will be shipped freight collect.
3. Early Deliveries- Merchandise may not be shipped prior to the requested ship date without prior consent of the Inventory Manager. In the event that merchandise is shipped without prior consent, the Inventory Manager has authority to return the merchandise at the vendor's expense or to receive the merchandise. If the Inventory Manager elects to receive the merchandise early without prior consent, payment will be made according to the original expected receipt date, not the actual receipt date.
4. Late Deliveries- If an order is running late, and will be shipped after the requested ship date, the Inventory Manager must be contacted immediately. A thorough explanation of the circumstances causing the delay should be communicated to the Inventory Manager in writing. **Merchandise shipped after the requested ship date is subject to complete or partial cancellation by the Inventory Department.** In addition, orders shipping in excess of 14 days late are subject to the following penalties:
- The vendor may be subject to paying the difference between air and sea freight charges when an order designated to ship by sea must be expedited to airfreight due to production delays.
 - The vendor may be required to cover the entire freight charges when an order scheduled for transport by air is late due to production delays.
 - Domestic deliveries that are over 14 days late will be shipped via UPS 2nd day at the expense of the vendor.
 - Domestic deliveries that are over 21 days late will be shipped via UPS Next Day at the expense of the vendor.
 - The vendor will be charged back at a rate of \$20.00/unit for all merchandise that is back-ordered by our customers as a result of a purchase order shipping in excess of 21 days late.

C. BILL OF LADING

The Bill of Lading must include the following information:

1. Vendor address as shown on the Purchase Order
2. Proper description in accordance with governing tariffs (Carriers cannot apply correct charges without a proper description of merchandise)
3. Carton count, number of cartons and weight for each separately described commodity
4. Purchase Order
5. Style number
6. Consigned to "The Territory Ahead."

D. INVOICE AND BILLING INFORMATION

Please adhere to the following guidelines when submitting invoices to The Territory Ahead:

1. Do not include payment invoices with your shipment. This often results in lost invoices and/or delayed payments.
2. Invoice only for the merchandise shipped, not for the entire Purchase Order unless the entire Purchase Order was filled with a single shipment.
3. Invoice each shipment separately. Do not wait until the entire Purchase Order is filled to mail your invoice.
4. International Vendors: When shipping charges are included on an invoice, also submit shipping documents that detail the freight charges.
5. Domestic Vendors: Shipping charges are NOT to be included on the merchandise invoice. Domestic freight is to be billed freight collect on an approved carrier (*refer to Routing Guide on p. 48*)
6. Invoices should be mailed to the following address:

**The Territory Ahead
Accounting Department
419 State Street
Santa Barbara, California 93101**

7. Each invoice must included the following information:
 - > Full address (see above)
 - Actual name of shipper and shipping point, if different from address shown on the invoice
 - Freight carrier's name, number of cartons, and weight if required as shown on the Bill of Lading
 - The Territory Ahead Purchase Order number
 - The Territory Ahead Style number
 - The Territory Ahead merchandise color and size
 - Quantity by style, color, and size
 - Cost/unit and extended amount
 - Total invoice price and total units per invoice
 - Copy of Bill of Lading
 - Invoice date and due date

Payment of each invoice is subject to the deduction of any Credit Memo outstanding on the vendor's account. Such deductions will be noted on the check stub, and a copy of the Credit Memo detailing the circumstances of the deduction will be provided upon request.

Full compliance with all quality requirements, shipping instructions and invoicing will ensure prompt payment.

E. LETTERS OF CREDIT

1. Generating a Letter of Credit-

- a. The Inventory Accountant will open an LC no more than 45 days prior to ship date.
- b. A "Pro-forma" invoice should be sent to the Product Manager for verification of purchasing information.
- c. Product Manager will submit information to the Inventory Accountant who will generate an LC application.
- d. LC application will be faxed or e-mailed to vendor for approval within 48 hours of receiving request from Product Manager
- e. Vendor must notify the Inventory Accountant directly with approval and/or necessary changes to the LC application.
- f. Vendor's bank should receive confirmation via "bank to bank communication" (i.e., swift, telex) within approximately 24 hours of the LC being opened. Some receiving banks may take a little longer.
- g. Copies of approved LC applications will be provided if requests are received in writing; request should be addressed to the Inventory Accountant.

2. Discrepancies-

- a. If documents are presented to The Territory Ahead's bank containing discrepancies, the vendor will be charged an amount determined by the bank for each occurrence. The bank (not The Territory Ahead) will assess this penalty.

F. Wire Transfer

1. Requesting payment via direct wire transfer-

- a. An invoice including the packing slip, a copy of the Bill of Lading, and the vendor's banking information should be sent to the Inventory Accountant for verification.
- b. The Inventory Accountant will generate a wire payment request.
- c. Wire transfer payments are issued once per week.

VIII. Vendor Security Expectations

All Territory Ahead Vendors are expected to comply with basic safety guidelines as outlined below in order to ensure safe and secure production, shipping and distribution of goods internationally. The Territory Ahead is C-TPAT validated by the United States Customs and Border Patrol. It is important that our overseas factories perform due diligence to insure that imported product is secured and tamper proof. Vendors should have security procedures in place to address the following as applicable to their facility:

1. **Physical Security** – All buildings should be constructed of materials that resist unlawful entry and protect against outside intrusion. Physical security should include:
 - a. Adequate locking devices for external & internal doors, windows, gates and fences.
 - b. Segregation and marking of international, domestic, high-value and dangerous goods cargo within the facility by a safe, caged or otherwise fenced-in area or room.
 - c. Adequate lighting provided inside and outside the facility to include parking areas.
 - d. Private vehicle parking area that is separate from the shipping/loading dock and cargo areas.
2. **Access Controls** – Unauthorized access to the shipping, loading dock and cargo areas should be prohibited. Controls should include:
 - a. The positive identification, recording and tracking of all employees, visitors and vendors.
 - b. Procedures for challenging and if necessary, removing, unauthorized/unidentified persons.
3. **Procedural Security** – Measures for handling of incoming and outgoing goods should include protection against the introduction, exchange, or loss of any legal or illegal material. Security controls should include:
 - a. Having a designated security officer to supervise the introduction/removal of cargo.
 - b. Properly marked, weighed, counted and documented goods.
 - c. Procedures for affixing, replacing, recording, tracking and verifying seals on containers, trailers and railcars.
 - d. Procedures for detecting and reporting shortages and overages.
 - e. Procedures for tracking the timely movement of incoming and outgoing goods.
 - f. Proper storage of empty and full containers/trailers/railcars to prevent unauthorized access.
 - g. Procedures to notify Customs and Border Protection or appropriate foreign authorities in cases where anomalies or illegal activities are detected or suspected by the company.
 - h. We recommend using US Customs “Seven-Point Inspection” method to verify the physical integrity of the container and the reliability of the locking mechanisms on the door, prior to loading. The following seven areas should be inspected: Front Wall, Left Side, Right Side, Floor, Ceiling/Roof, Inside/Outside Doors, Outside/Undercarriage.
4. **Personnel Security** – Companies should conduct employment screening and interviewing of prospective employees to include background checks and application verifications in accordance with applicable statutes and regulations. Current employees in security-sensitive positions or with cause for review should be periodically screened.
5. **Education and Training Awareness** – A security awareness program should be provided to employees and include instruction on how to recognize internal conspiracies, maintain product integrity, and determine & address unauthorized access. A record of employees having completed the training should be maintained. These programs should offer incentives for active employee participation in security concerns.
6. **Threat Awareness** – A threat awareness program should be established and maintained by security personnel to recognize and foster an awareness of the threat posed by terrorists and contraband smugglers at each point in the foreign-based supply chain. This program should include routine briefings and up-to-date notices illustrating new smuggling trends, seizures and information on terrorist threats along transit routes, and/or other areas along the supply chain.

IX. TERMS

A. CONDITIONS

SELLER WARRENTS THAT:

1. All goods delivered hereunder are free from defects in design, material, and workmanship.
2. All goods delivered hereunder do not infringe on the proprietary rights (or other rights) of any third party and are fit for the particular purpose stated in this contract. If no purpose is stated, the goods are fit for the purpose for which such goods are ordinarily used.
3. No violation of any federal, state or local law, statute, rule, regulation, ordinance, or order will result from the processing, manufacture, labeling, sale, invoicing, or shipment of the goods covered by this order.
4. The content of any textile or material (including outer, inner or filling material), made from any fiber or combination of fibers, is designated accurately on tags, labels, invoices and other documents to conform to definitions and percentages of:
 - Federal Trade Commission guidelines;
 - Wool Products Labeling Act; or
 - Textile Fiber Products Identification Act
5. Tests using procedures in the Flammable Fabrics Act show that wearing apparel fabrics (or other products subject to the act) covered by this order are not so flammable as to be dangerous when worn or used by people.

The Territory Ahead, relying on these representations, warranties, and guaranties, will offer these goods for sale to its customers. Seller assumes responsibility of, and agrees to protect, indemnify and hold The Territory Ahead harmless for any liability, loss, claim, suit, judgment, or cause of action for injuries to persons (including death) and damage to property, and also from any cost or expense, including merchandise recall expenses and attorneys' fees, that arise from the sale, delivery, storage, use or other handling of goods under this order.

B. QUALITY CONTROL

Seller will maintain adequate quality control programs to assure that its goods meet The Territory Ahead's quality specifications for appearance, performance, durability and reliability. Seller shall from time to time furnish the results of these programs at the request of The Territory Ahead.

C. DEFECTIVE OR NON-CONFORMING GOODS

All goods that do not conform to Seller's representations and warranties in this order, or implied by law, or which do not meet quality standards set forth in The Territory Ahead Product Specifications or Vendor Manual, may at the option of The Territory Ahead, be returned to Seller by The Territory Ahead. Seller will refund purchase price, replace or repair the returned goods.

A shipment, or portion of a shipment, found by sampling to have defects in workmanship or material is subject to return at Seller's expense. Seller will re-inspect the returned goods and repair or replace them, or refund the purchase price, at the sole discretion of The Territory Ahead.

Seller will indemnify and reimburse The Territory Ahead for all added costs incurred as a result of defective products. This includes, but is not limited to, transportation, inspection, handling and recall expenses incurred on goods affected. Failure by The Territory Ahead to inspect any goods before resale does not relieve Seller of this responsibility.

D. PACKAGING AND SHIPPING

All goods covered by this order will be packaged, shipped and routed under instructions in this order. If no instructions are specified, all goods are to be packaged, shipped and routed in accordance with The Territory Ahead Packaging, Shipping and Freight Routing instructions. The Territory Ahead Routing Guide is located on p. 48. Please note, this guide is routinely updated, at the date of the current guide's expiration a new guide should be furnished by the Territory Ahead's Traffic Manager. The most current version is also available online at <http://ccsginc.com> - Territory Ahead Partnership -> Routing Guide.

E. PROPRIETARY DESIGNS

During the design process and prior to any production, all fabrications, design details and distinguishing characteristics are to remain the exclusive property of The Territory Ahead. All product design, specifications and finishing treatments are created by The Territory Ahead to distinguish us from our U.S. competitors, the vendor's understanding, discretion and adherence to our design exclusivity is essential to the success of both parties.

E. TRADEMARKS

Seller and/or its agent(s) shall not, under any circumstances, sell or otherwise transfer any goods which bear The Territory Ahead private labels, trademarks, service marks, trade names, logos, designs, hang tags, or packaging to third parties unless all such The Territory Ahead indicia have been completely removed or obliterated from each and every article. Seller further agrees that it will assist The Territory Ahead to the extent necessary to protect The Territory Ahead trademark rights and copyrights. Seller shall notify The Territory Ahead in writing of any infringements of The Territory Ahead's rights or imitations of The Territory Ahead's goods if and when such becomes known to Seller.

X. ACKNOWLEDGMENT

This manual replaces all previous vendor, quality, and CCSG shipping manuals. **This acknowledgment must be signed and returned within 10 days of receipt.** Failure to sign & return this form may result in a termination of outstanding orders. Acknowledgments can be emailed to: Canuto.Gutierrez@ttahead.com

**The Territory Ahead
419 State Street
Santa Barbara, California 93101
U.S.A.
Email: Canuto.Gutierrez@ttahead.com
Fax # (805) 962-6203
Attn: Production/World Sourcing Department**

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

I have reviewed & understand the contents of The Territory Ahead Vendor Manual (Version 5.0). As a representative of my company and a vendor of The Territory Ahead, I agree to comply with all procedures outlined in this manual.

Signature of Company Officer

Date

Title/ Printed Name

Insert copy of business card here.



XII. Vendor Manual Update Index:

Updated 2/2007

Company management-p. 4-7

II Merchandising, D. Product Development Requirements, p. 8-9

Letter from Lucinda Wehrkamp, Certified Sample Procedure, p. 18-19

Inclusion of TTA's Vendor Security Questionnaire p.13-17

TTA suggestion for tamper evident tape when closing cartons, p. 56

Updated 4/25/07

Addition of Vendor Net information for ASN/UCC-128 transmission, p. 50-52

Addition of shell button requirements p. 53

Change of traffic manager contact and introduction for vendor compliance questions, website p.51

(Vendorcomp@ttahead.com.)

Inclusion of Territory Reserve labels to label information, p. 30-31.

Updates June, 2008

-Addition of At-A-Glance Information sheet

-Addition of Vendor Set up form

-Garment Care Codes removed.

- Addition of Special Note to Branded Vendors.

-Description of Costing "Merch Program"

-Addition of QC Lab request

-Vendor Compliance charge back list updated

-Notification of C-TPAT validation under "Vendor Security Expectations"

-Addition of W/T terms under Payments.

VENDOR # _____ Issued by AP
--

Vendor Setup/Maintenance Request Form

Ballard Designs Cinmar
 Cornerstone Brands Inc
 CCSG
 Garnet Hill
 Smith & Noble
 Travel Smith
 The Territory Ahead

Is this a new vendor? Yes No

Is this a Domestic or International Vendor? Dom Int'l

Effective date of change to existing vendor. ___/___/___

D & B # _____

Vendor Name: _____

Physical Address (no po box please) _____

Remit Address:

City _____ State _____ Zip code _____

Vendor Accounting Contact Name: _____

Phone # () _____ Fax # () _____ Email: _____

Preferred payment method. Check ACH WT LC
 Agreed Upon Payment Terms: _____ FOB: _____

Vendor Authorized Signature _____ Title _____ Date _____

Substitute W-9 Information _____ Legal Name: _____

Taxpayer Identification #:	Social security number	OR	Employer identification number
	[][][] - [][][][][][][][][]		[][][] - [][][][][][][][][]

Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- I am not subject to backup withholding, or I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends or the IRS has notified me that I am no longer subject to backup withholding, **and**
- I am a U.S. person (including a U.S. resident alien) or U.S. business organization.

Signature of U.S. person ► _____ Date _____

Internal Use Only

Department Mgr Signature _____ Title _____ Date _____

Finance Signature _____ Title _____ Date _____

Vendor Type:
 Catalog
 Factor
 Lease
 Service
 Tax & Compliance
 Commission
 Human Resources
 Legal
 Subscription
 Utility
 Contract Labor
 Inventory
 Packaging

Supply

VENDOR SET UP/MAINTENANCE REQUEST FORM

If your contact information for purchase orders from The Territory Ahead is different than the information above (company name, contact person, address, phone number or fax number), provide the necessary information below:

Vendor Name to appear on TTA purchase orders: _____

Mailing Address: _____

City_____ **State or Country**_____ **Zip code**_____

Vendor Contact Name:_____

Phone # () **Fax #** () **Email:** _____

Email or Fax the completed, signed and dated first page and this page to: Canuto Gutierrez (Fax: 805-962-6203), email: Canuto.Gutierrez@ttahead.com).



**THE TERRITORY AHEAD
 VENDOR PROFILE**

FACTORY PROFILE QUESTIONNAIRE
 (Return completed form to The Territory Ahead)

INSTRUCTIONS:				
1. THE VENDOR OR THE VENDOR'S SOURCING AGENT MUST COMPLETE THIS QUESTIONNAIRE.				
2. PLEASE COMPLETE ONE QUESTIONNAIRE PER FINISHED GOOD FACTORY.				
INFORMATION				
BRAND		PROGRAM		
ITEM		BUYER		
VENDOR & AGENT INFORMATION				
VENDOR or Agent Company Name, Contact Name, phone #, email address, fax #)		Federal Tax E. D. Number Company Owner's Name Payment Terms Requested:		
FACTORY PROFILE				
FACTORY NAME		FACTORY ADDRESS		
FACTORY CONTACT		FACTORY CONTACT'S EMAIL ADDRESS (IF APPLICABLE)		
FACTORY TEL NO.		FACTORY FAX NO.		
HAS TTA QA AUDITED THE FACTORY FOR SOCIAL COMPLIANCE?	BRAND/ PROGRAM	ITEM	AUDIT DATE	
HAS TTA QA EVALUATED THE FACTORY FOR QUALITY PREVIOUSLY?	BRAND/ PROGRAM	ITEM	EVALUATION DATE	EVAL. REPORT NO.
YEAR ESTABLISHED		PARENT COMPANY OR AFFILIATE OF (IF APPLICABLE)		
MAIN PRODUCT(S)		MAIN MARKET(S)		
MAJOR CLIENTS		PEAK SEASON (S)		
PHYSICAL SIZE				
TOTAL LAND SIZE		TOTAL AREA ALLOCATED TO PRODUCTION		
HUMAN RESOURCES				

TOTAL NO. OF EMPLOYEE	NO. OF EMPLOYEE – MANAGEMENT & ADMINSTRATIVE	
NO. OF EMPLOYEE – PRODUCTION	NO. OF EMPLOYEE – QUALITY CONTROL	
NO. OF EMPLOYEE – R&D	NO. OF EMPLOYEE – OTHERS	
PRODUCTION		
PRODUCTION MINIMUMS/STYLE	FABRIC LEAD TIMES	PRODUCTION LEAD TIMES
NO. OF SHIFT PER DAY	NO. OF PRODUCTION LINE	
AVG. MONTHLY CAPACITY	ESTIMATED DAILY CAPACITY THAT CAN BE ALLOCATED TO TTA PRODUCTION	
COMPONENT(S) OF ITEMS PRODUCED/ ASSEMBLED IN THIS FACTORY		
EQUIPMENT/ MACHINES		
LIST RELATED EQUIPMENT/ MACHINE USING SPACE PROVIDED BELOW (ATTACHED SEPARATE SHEET IF NECESSARY)		
NAME OF EQUIPMENT/ MACHINE	QUANTITY	
CUTTING		
SEWING:		
EMBROIDERY:		
OTHERS:		

WAREHOUSE/STORAGE			
WHAT IS THE PHYSICAL SIZE ALLOCATED TO WAREHOUSE/STORAGE?	FOR RAW MATERIALS	FOR SEMI-FINISHED GOODS	FOR FINISHED GOODS
IS THE STORAGE AREA LOCATED IN AN ENCLOSED ENVIRONMENT?	FOR RAW MATERIALS	FOR SEMI-FINISHED GOODS	FOR FINISHED GOODS
QUALITY CONTROL			
DOES THE FACTORY HAVE A QC SYSTEM IN PLACE?	FOR RAW MATERIALS	FOR SEMI-FINISHED GOODS	FOR FINISHED GOODS
DOES THE FACTORY HAVE FULL-TIME QC PERSONNEL?	FOR RAW MATERIALS	FOR SEMI-FINISHED GOODS	FOR FINISHED GOODS
DOES THE FACTORY MAINTAIN QC DOCUMENTATION?	FOR RAW MATERIALS YES	FOR SEMI-FINISHED GOODS	FOR FINISHED GOODS
VENDOR/ AGENT'S ASSESSMENT			
DOES THIS FACTORY HAVE THE CAPABILITY AND CAPACITY TO DO PRODUCTION FOR THE TERRITORY AHEAD ?			
DATE		COMPLETED BY (PROVIDE NAME & CO.)	

OTHER INFORMATION

Who are your company's major customers? _____

Does your factory have experience with U.S. catalog customers; if yes, provide their names? _____



THE TERRITORY AHEAD SUBCONTRACTOR PROFILE

1. COMPANY INFORMATION

Name of Subcontractor: _____ Date: _____

Owner's Name: _____ Telephone #: _____

Email Address: _____ Fax #: _____

Address Address
Head Office _____ Factory _____

First Year in Business: _____ Associated w/ TTA Vendor Since: _____

PAYMENT TERMS: _____

2. PRODUCTION INFORMATION

Product's Country of Origin: _____ Factory Locations (Cities) _____

Product Categories: _____

Production Minimums/Style: _____

Fabric Lead Times: _____ Production Lead times (excl fabric): _____

Special Machinery: _____

Does this subcontractor provide the following?

Patterning: Y / N

Marking/Grading: Y / N

Sample Making: Y / N

Cutting: Y / N

3. IMPORT INFORMATION

Does Company own quota? Y / N

Quota Categories Owned: _____

Does this factory utilize special import/export programs? (8A/8B, OPA, Production Notification, NAFTA, 805/7, etc): _____

4. MANAGEMENT BREAKDOWN (ORGANIZATION CHART)

5. EMPLOYEE INFORMATION

of Office Employees: _____

Avg Work Days/Month: _____

of Factory Employees: _____

Avg Pay/Piece from: _____ to _____

Staff Turnover _____ % Per Year

OR Avg Pay/Hour

Avg Work Hours/Day: _____

Minimum Employee Age: _____

Age Range: _____

6. OTHER INFORMATION

Who are company's major customers? _____

Has factory been evaluated by any labor standard verification program or quality auditing service? _____

Profile Completed by (referring vendor): _____

Comments: _____

Customs-Trade Partnership Against Terrorism

The Territory Ahead & Isabella Bird - Vendor Security Questionnaire

+ Where an (*) appears in the Details/Comments column, we require a detailed answer.
 + Some questions may not be applicable to your factory, in which case, please mark as "Not Applicable."

Question:	YES	NO	D E
-----------	-----	----	-----

Section 1. Manufacturer Information

- | | | | |
|---|--|--|---|
| 1. Today's Date: | | | * |
| 2. Manufacturer Name: | | | * |
| 3. Address: | | | * |
| 4. Are goods contracted through a Buying Agent? | | | |
| 5. Agent's Name: | | | * |
| 6. Agent's Address: | | | * |
| 7. Are you a participant in Customs Industry Partnership Programs such as Customs-Trade Partnership Against Terrorism (C-TPAT), the Carrier Initiative Program (CIP), the Super Carrier Initiative Program (SCIP), or the Business Anti-Smuggling Coalition (BASC)? | | | |
| a) If yes, please list program(s): | | | * |

Section 2. Physical Security

YES NO

- | | | | |
|---|--|--|---|
| 1. Are there cameras in/around your facility? | | | |
| a) If yes, who monitors the cameras? | | | * |
| b) Describe camera procedure: | | | * |
| 2. Do you have a procedure in place to regularly maintain your camera system? | | | |
| a) If yes, please describe how you determine that the cameras are in good working order and have not been tampered with? | | | * |
| 3. Do you have an alarm system and/or employ the services of a security guard during non-operating hours? Please provide details. | | | * |
| a) If you have an alarm system, is there a procedure in place to ensure it is working properly and has not been tampered with? Please describe. | | | * |
| 4. Are there locks installed on all windows and doors? | | | |
| a) Specify or describe type of locks on windows: | | | * |
| b) Specify or describe type of locks on doors: | | | * |
| c) Are locks checked regularly to ensure they have not been tampered with? | | | |
| 5. Are there locks installed on gates and fences? | | | |
| a) Specify or describe type of locks on gates: | | | * |
| b) Specify or describe type of locks on fences: | | | * |
| c) Are locks checked regularly to ensure they have not been tampered with? | | | |
| 6. How is it determined which employees have access to unlocking windows, doors, gates & fences? | | | * |
| 7. Does the facility have adequate daytime lighting inside and outside the facility, including the parking areas? | | | |
| a) Specify location and type of lighting used inside: | | | * |
| b) Specify location and type of lighting used outside: | | | * |
| c) Is there a procedure in place to ensure that the lights are working properly? Please describe: | | | * |

- 8. Does the facility have adequate lighting after dark?
 - a) Please describe lighting used (24hr, sensor lights, etc...?) *
 - b) Is there a procedure in place to ensure that the lights are working properly? Please describe: *
- 9. Are there internal communication systems in place to contact security personnel or local law enforcement officials? *
- 10. Are there external communication systems in place to contact security personnel or local law enforcement officials? *
- 11. Is private vehicle parking separated from the shipping, loading and cargo areas?
- 12. Is the facility insured by an independent insurance company?
- 13. Does the insurance company have a description of the facility and its security controls?

Section 3. Access Controls

YES NO

- 1. Do you identify and track all employees when entering and exiting the premises? Please specify method - badges, picture ID, etc.. *
- 2. Is there an electronic identification system for personnel?
 - a) Are photos and fingerprints of employees maintained? *
- 3. Who is responsible for issuing and removing employee & visitor ID badges?
 - a) Do you have a written procedure for how badges are issued/removed? If yes, please provide a copy. *
- 4. Do you have a procedure in place to remove system access from employees who leave or are terminated?
 - a) Do you have this procedure in writing? If yes, please provide a copy. *
- 5. Do you record, identify and track all visitors to your facility? Specify method: *
- 6. Do you record, identify and track all vendors visiting your facility? Specify method: *
- 7. Are procedures in place to challenge unauthorized/unidentified persons? Specify method: *
- 8. Do computers and other automated systems require individually assigned passwords to access?
 - a) If yes, do you require the password to be changed periodically?
 - b) Are employees found to be mis-using information systems subject to disciplinary action. If so please describe: *

Section 4 - Cargo Security

YES NO

- 1. Once packed is all cargo stored in a segregated area?
- 2. If cargo is stored in a segregated area, is it in a safe, caged or otherwise fenced area? Specify segregation method used:
 - a) Is there a procedure in place to ensure that the securing mechanism (lock, gate, fence, etc..) is in working order and has not been tampered with? Please describe. *
- 3. Is the area where cargo is packed segregated from the manufacturing area?
 - a) If no, specify why they are not segregated: *
 - b) If yes, specify how they are segregated: *
- 4. Is the packing area restricted to those employees assigned to work there?
- 5. Are there designated security personnel or devices in the packing & cargo areas? Please specify: *

Section 5. Procedural Security

YES NO

1. Is there a designated security officer to supervise the introduction or removal of cargo and mail?
 - a) Do you require proper ID be displayed in order to receive goods/mail?
2. Specify the method by which all outgoing finished merchandise is marked, counted and documented: *
3. Are all cartons/merchandise weighed prior to shipping?
4. How are shortages or overages detected and reported: *
5. Is tamper-proof tape used to secure all shipping cartons/boxes?
6. Specify procedures for verifying seals on containers and trailers: *
7. Are containers searched:
 - a) prior to loading?
 - 1) If yes, do you use the 7-point system recommended by US Customs?
 Or: 2) Please describe process: *
 - b) before departure of full container? Describe process:
 - 1) If yes, do you use the 7-point system recommended by US Customs?
 Or: 2) Please describe process: *
8. How are containers (full and empty) stored?
 - a) Specify methods in which unauthorized access is prevented: *
9. Are storage areas secured?
 - a) How often are these areas inspected or under surveillance? *
10. Do you have written security policies and practices regarding the insertion of illegal or unauthorized materials into outgoing shipments?
 - a) If yes, please attach your written policies, and/or describe: *
11. Are there procedures in place to notify Customs or other law enforcement agencies, if illegal activities are detected or suspected at the company?
 - a) If yes, please describe: *
12. Describe the transportation tracking system in place: *
13. Describe the procedures for reporting timely movement of incoming and outgoing freight? *
14. Are there procedures in place for tracking the timely movement of incoming and outgoing goods? Please describe:
 - a) What are the procedures for reporting abnormalities: *
15. Does the company transfer shipping containers using company owned tractors / fleet / chassis?
 - a) If no, how do you ensure the safety and security of the shipping containers while transported by the 3rd party? *
 - b) If no, do you have company profiles on all packing and transportation services that you employ?
16. What are procedures for drivers? Where do they wait and is it segregated? *
17. Please describe how goods are made secure when unloaded at the port and prior to loading for shipment? *

Section 6. Personnel Security

YES NO

1. Do you conduct pre-employment screening and interviewing of prospective employees?

2. Do you conduct background checks and application verification including employment history & references?

- a) If yes, please describe the process: *
- b) If no, are pre-employment background checks against the law in the region/country you operate?

3. If you are not currently screening employees, do you have plans to implement any form of personnel checks in the near future?

4. Do you conduct background screenings on current employees due to sensitivity of employee position or cause?

- a) If yes, what is the frequency of screenings? *

Section 7. Education & Awareness Training

YES NO

1. Does your company provide a security awareness program?

- a) Is the training provided to ALL employees? *
- b) Is security training mandatory? Please describe which employees are required to attend: *
- c) Do you document the security training of your workers? Please describe the process: *

2. Please give details of your security awareness program: *

3. If you do not offer a security awareness program, will you be implementing any form of security training in the near future?

4. Does your company offer incentives for active employee participation in security control procedures or trainings?

- a) If no, will you be implementing any incentive program in the near future?

Section 8. Subcontractors and Material Suppliers

YES NO

1. Do you require subcontractors to maintain a minimum facility security standard?

- a) If yes please describe your expectations: *
- b) If no, please describe how you ensure goods are secure and are not tampered with during production, shipping, storage etc...? *

2. Do you require material suppliers to maintain a minimum facility security standard?

- a) If yes please describe your expectations: *
- b) If no, please describe how you ensure goods are secure and are not tampered with during production, shipping, storage etc...? *

3. Do you periodically audit your suppliers' facilities to ensure security system integrity?

4. Do you carryout a financial assessment process to determine suppliers' ability to deliver goods and services within contract parameters?

5. Do any of your subcontractors or material suppliers participate in Customs Industry Partnership Programs such as Customs-Trade Partnership Against Terrorism (C-TPAT), the Carrier Initiative Program (CIP), the Super Carrier Initiative Program (SCIP), or the Business Anti-Smuggling Coalition (BASC)?

- a) If yes, please list program(s): *

Name of Individual who completed this profile _____

Title of Individual who completed this profile _____

Date of submission _____

Email or fax this form to the Territory Ahead Production/World Sourcing Department (fax# 805-962-6203).

W-8BEN Form (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding)

This form is to be completed if the vendor doesn't have a U.S. Federal Tax number.



W-8 Form.jpg (500
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