LSKD

1. LSKD Development Procedure

2. Submission Requirements

3. Sample Sizes

4. PLM System

5. LSKD Submission Forms

Development Procedure

- Lab Dips Submission
- Fabric Swatch Submission
- Strike Off Submission
- Trims Submission
- Proto 1 Fit Sample
- Proto 2 Size Set
- Proto 3 Fit Sample/Selected Sizes
- Bulk Fabric Swatch & Thread Approval (submitted with fabric test report)
- Bulk Trim Submission - Correct Colours
- PPS - Production Sample (Bulk Fabric & Trims)
- Shipping Sample
- Bulk QC Report
- SGS Garment Testing

Submission Lead Time

For all orders we need the samples for approval stated under "Deadlines" at the order enquiry front page, and the number of samples required:

- All sample deadlines (ETA) stated in the order must be kept. Failure to comply may result in cancelled orders and claim for lost profits according to our general trading terms.
  - After Tech Pack Submission
    - Lab Dip – 7-10 Days + Freight
    - Strike Off - 10 Days + Freight
    - Trims - 7-14 Days + Freight
    - Proto 1 - 7-10 Days + Freight
      - Comment time - 1 week
      - All Protos to be submitted in white or lightest colour
    - Proto 2 (Size Set) - 7-10 Days after receiving comments + Freight
      - Comment time - 1 week
    - Proto 3 - 7-10 Days after receiving comments + Freight
      - Comment time - 1 week
    - Bulk Trims -
      - Within 1 week of trims supplied
    - Bulk Fabric - 7-10 Days + Freight
      - Within 1 week of bulk fabric finishing
    - PPS Sample - within 7-10 Days of bulk fabrics & trims received + Freight
      - Comment time - 1 week

Each individual sample must include a hangtag with correct order number, date, size, which kind of sample, weight, quality etc.

- Please specify what is actual/available on all samples.
- Please specify on sample hangtag/mail what we must check for: Quality, colour, design, print, finish, weight, dying of fabric.
- This is very important to save time in commenting.

Example of sample hangtag

LSKD

SAMPLE DEVELOPMENT CARD

FACTORY: _____
DATE: _____
PO: _____
SKU: _____
STYLE NAME: _____
SPEC: _____
COLOUR: _____
SIZE: _____
SAMPLE TYPE: ☐ PROTO 1 ☐ PROTO 2 ☐ PROTO 3 ☐ PPS 1 ☐ SHIPPING
FABRIC CODE: _____
SAMPLE REQUESTED BY: _____
FACTORY MMNT REPORT ATTACHED: ☐ NO ☐ YES
COMMENTS DEADLINE:

FACTORY NOTES:

DEVELOPER: _____

LSKD

SAMPLE DEVELOPMENT CARD

	CORRECT	SUBSTITUTE
FABRIC QUALITY:		
FABRIC COLOUR:		
THREAD COLOUR:		
TRIMS:		
ARTWORK:		
CARE LABEL:		
SIZE LABEL:		
:		
:		
:		
:		
:		
:		

NOTES:

DEVELOPER: _____

Lab Dips/Strike Offs/Trims
- We need lab-dips/strike off etc. for approval in all colours/ combinations.
- We will ask for revised lab-dips/strike off etc. several times if we are not satisfied.
- Lab dips will be approved under D65 (daylight),
- Please always write on lab dips/cuttings what we must check for: Quality, colour, design, print, finish, weight, dying of fabric.
- Submitted using LSKD Submission form.

Proto Sample
- It is VERY important that you always keep deadlines for photo-samples. When you accept the order, you confirm to keep all deadlines as stated above.

Pre-Production Sample
- We need PPS samples in all colour combinations, in sizes according to sample requests (See Below)
- PPS samples must be in bulk fabric, final approved workmanship, with all bulk accessories such as labels, buttons, zipper etc.
- PPS samples must be sent for approval, BEFORE starting bulk production.

Shipment Sample
- We need shipment samples in all colour combinations, in sizes advised below
- Shipment samples have to be sent 14 days before shipment and have to be taken from the actual bulk production.
- Shipment samples must be correct in every way and must be approved prior to shipment of the goods.

Submission Process

- ○ All submissions must be submitted using LSKD Submission Forms
- ○ Lab Dips
  - ■ Wrapped separately - ATT: to Design Team
  - ■ One colour submission per sheet
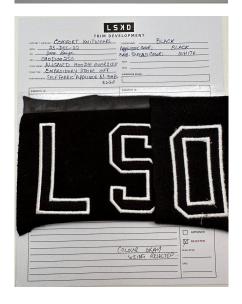

- ○ Trims
  - ● One trim submission per sheet

- ○ Strike Offs
  - ● One colour submission per sheet
- ○ Fabric Swatches (Submitted on Hanger with full fabric specifications)

- Fit Samples
  - Correctly labelled with substituted trims
  - Fit comments marked on submission card
  - Fit code/SKU/Colour/Style Name/PO Number & Release Month to be marked on submission card
- Pre Production Samples
  - Submitted using bulk fabric & trims
  - Submission card to have each section filled out, with relevant details about style. (correct fabric, trims, any substitutes)
- Bulk Fabric
  - Submitted with approved lab dip on same sheet
  - Submitted in Bulk Production Status
  - Pre Production Samples must follow same fabric as bulk fabric submission

- Shipping Samples
  - must use correct packaging, hangtags, UPC Sticker & Follow bulk packing requirements
  - Bulk QC reports are to be issued to styles developer for final approval before shipping.
  - During bulk QC 2pcs of each garment & colour (random sizing) is to be sent to SGS for Garment testing as per LSKD standard.
- **All submissions must be submitted using LSKD Submission Form**

BULK APPROVAL SIZES (PRODUCTION SAMPLES) - SENT BY DHL AS PER NORMAL PRODUCTION PROCESS

Womens styles - (SKU starting with **W**)
Proto 1 - Size Small
Proto 2 - Size Small / if required full size Set
Proto 3 - Size Small / if required selected sizes
Pre Production Sample - Size S **(All Colours)**
Ship Sample – Size S **(All Colours)**

Mens styles - (SKU starting with **M**)
Proto 1 - Size Large
Proto 2 - Size Large / if required full size Set
Proto 3 - Size Large / if required selected sizes
Pre Production Sample - Size Large **(All Colours)**
Ship Sample – Size Large **(All Colours)**

Unisex styles - (SKU starting with **U**)
Proto 1 - Size Small & Large
Proto 2 - Size Small & Large / if required full size Set
Proto 3 - Size Small & Large / if required selected sizes
Pre Production Sample - Size Small & Large **(All Colours)**
Ship Sample – Size Large **(All Colours)**

Accessories
Proto - 1 pcs
Pre Production Sample - 1 Pc
Ship Sample - 1 pc **(All Colours)**

Please note LSKD Fit Times

Womens Fits - Weekly on Tuesday

Mens Fits - Weekly on Thursday

- Please ensure samples are sent to account for fit timetable

MARKETING SAMPLES (MPOXXXX)
THESE SAMPLES MUST BE PACKAGED SEPARATELY TO PRODUCTION SAMPLES.
PLEASE NOTE THESE WILL BE SHARED ON OFFICIAL MARKETING PO.

These samples need to be packed in boxes with **BLUE** tape on the outside.
They will be sent via our DHL account to our warehouse **ATT: MARKETING**
Please note the marketing samples will be picked from bulk and final qty's adjusted at packing for final shipment.
When Marketing samples are sent please send tracking through to; **georgiah@lskd.co**

LSKD

LAB DIP DEVELOPMENT

FACTORY / SUPPLIER: _____

DATE: _____

PO: _____

SKU: _____

STYLE NAME: _____

FABRIC COMPOSITION: _____

FABRIC WEIGHT: _____

COLOUR NAME: _____

TCX CODE: _____

FABRIC FINISH: _____

XXXX: _____

XXXX: _____

SUBMISSION ROUND:

SWATCH A:	SWATCH B:

SWATCH C:	SWATCH D:

COMMENTS

STATUS

☐ **APPROVED**

☐ **REJECTED**

DEVELOPER:

_____

DATE:

_____

LSKD

BULK FABRIC

FACTORY / SUPPLIER: _____

DATE: _____

PO: _____

SKU: _____

STYLE NAME: _____

FABRIC COMPOSITION: _____

FABRIC WEIGHT: _____

COLOUR NAME: _____

TCX CODE: _____

FABRIC FINISH: _____

XXXX: _____

XXXX: _____

SUBMISSION ROUND:

SWATCH A:

COMMENTS

STATUS

☐ **APPROVED**

☐ **REJECTED**

DEVELOPER:

_____

DATE:

_____

LSKD

TRIM DEVELOPMENT

FACTORY / SUPPLIER: _____

DATE: _____

PO: _____

SKU: _____

STYLE NAME: _____

TRIM TYPE: _____

TRIM MATERIAL: _____

COLOUR NAME: _____

TCX CODE: _____

XXXX: _____

XXXX: _____

XXXX: _____

SUBMISSION ROUND:
_____

SWATCH A:

SWATCH B:

SWATCH C:

SWATCH D:

COMMENTS

STATUS

☐ APPROVED

☐ REJECTED

DEVELOPER:

_____

DATE:

_____

LSKD

SAMPLE DEVELOPMENT CARD

FACTORY: _____

DATE: _____

PO: _____

SKU: _____

STYLE NAME: _____

SPEC: _____

COLOUR: _____

SIZE: _____

SAMPLE TYPE: ☐ PROTO 1 ☐ PROTO 2 ☐ PROTO 3 ☐ PPS 1 ☐ SHIPPING

FABRIC CODE: _____

SAMPLE REQUESTED BY: _____

FACTORY MMNT REPORT ATTACHED: ☐ NO ☐ YES

COMMENTS DEADLINE:

[ ]

FACTORY NOTES:

[ ]

DEVELOPER: _____

LSKD

	CORRECT	SUBSTITUTE
FABRIC QUALITY:		
FABRIC COLOUR:		
THREAD COLOUR:		
TRIMS:		
ARTWORK:		
CARE LABEL:		
SIZE LABEL:		
:		
:		
:		
:		
:		
:		

NOTES:

[ ]

DEVELOPER: _____