

GUIDELINES FOR SHIPPING OF SAMPLES

All imported goods are required to declare to U.S. Customs. V Opco, LLC (formerly known as Vince LLC), as an importer, is responsible for using reasonable care to enter accurate information of imported merchandise, which includes providing correct description of goods, reporting actual quantities shipped, and determining the value of the products.

This material is intended to provide a brief guidance to our suppliers and factories for importing commercial samples into the United States. These guidelines will discuss the appropriate method of importation to ensure compliance with all laws and regulations enforced or administered by U.S Customs and to prevent delays in Customs clearance.

SAMPLE TYPES

1. Mutilated
2. Non-mutilated

Mutilated Sample Requirements

In order to claim “Mutilated”, every sample item must meet the following requirements:

Apparel	<p>Option 1:</p> <ul style="list-style-type: none"> • A section cut in a minimum of 2 inches in length from the main body of the garment (not on seam or border). • Cut must be visible on the outside and cannot be repairable. <p>Option 2:</p> <ul style="list-style-type: none"> • A hole in 1 inch or larger size punched into the outside of the garment. • Hole cannot be covered by a patch or emblem. <p>Option 3:</p> <ul style="list-style-type: none"> • Marked with the word “SAMPLE” in indelible ink or paint on the OUTSIDE of garment. • Mark must be at least 1” x 2” in size and visible when garment is worn • Mark must be contrasting color to the garment
Fabric	<ul style="list-style-type: none"> • Marked with the word “SAMPLE” every 45 cm on the face of the fabric. • The letters “SAMPLE” must be 1” high and 5” long in contrasting color at a perpendicular angle across the fabric. <p>*** Fabric or piece goods over 2 yards (183 cm) in length DO NOT QUALIFY as sample.</p>
Fabric Swatches	<p>Option 1:</p> <ul style="list-style-type: none"> • Section or hole at least 1 inch in diameter cut in the main body of the swatch. <p>Option 2:</p> <ul style="list-style-type: none"> • Marked with the word “SAMPLE” at least 1” x 2” in size in a contrasting color on the face of the swatch <p>Option 3:</p> <ul style="list-style-type: none"> • Swatch smaller than 8” x 8” (20cm x 20cm) does not require a hole.

Non-mutilated Sample Requirements

Garments, textile fabrics or other samples that do not meet the mutilation requirements must be shipped as Non-Mutilated. Even these samples are sent at free of charge to V Opco, LLC, they must be cleared through Customs as a normal shipment.

Shipping Samples

- Fill out V Opco, LLC Samples Invoice completely and accurately in **ENGLISH**. Please ensure to include the following information on the invoice.
 - Shipper name and address
 - Manufacturer name and address
 - Recipient's name (V Opco, LLC associate) first and last name
 - V Opco, LLC should be listed under company name ship to/consignee
 - Item details and description

Apparel

- Type of garment (dress, top, jacket, etc.)
- Fiber content by percentage
- Construction (knit, woven, leather, fur, etc.)
- Gender (mens, womens, girls, boys, or baby)
- Number of pieces

Textile Fabrics

- Fiber content by weight
- Construction (knit or woven)
- Weight (gram/m²)
- Length or quantity (yard or meter)
- Fabric Detail Sheet must be filled out and provided with the invoice.

- **Value must be the actual price paid or payable by V Opco, LLC. If samples are shipped at no charge, the commercial value of the goods in sellable condition (first-quality value or fair market value) must be declared on the invoice.**
 - Do not list the value as \$1. This is NOT acceptable.
 - Do not state "Value for Customs Purposes Only".
 - Select "No Charge Sample" in the Payment Terms box **if** the samples are free of charge.
 - If one item is mutilated and another item is not, all items are considered non-mutilated.
 - Samples must have country of origin labels.

Fine Animal Hair and Fur Skin Requirements

Articles of apparel of fine animal hair and fur skin may be subject to Fish & Wildlife filing.

The following information is required on the commercial invoice for all shipments bound for the U.S. that are made of fine animal hair:

- Scientific name of the animal
- Common name of the animal
- Source: Domestic or wild
- Country of origin
- Value of the fine animal hair

The following information is required on the commercial invoice for all shipments bound for the U.S. that are made of fur skin:

- Common name of the animal
- Scientific name of the animal
- Source: Domestic or wild
- Country of origin
- Number of pieces and value of the fur

The required documents, V Opco Samples Invoice and Fabric Detail Sheet, are available in Excel form with drop down menu selection to assist the supplier or the shipper. The commercial invoice included with the shipment must be the same invoice submitted to V Opco, LLC for payment. V Opco, LLC will not pay more than the total value declared on the invoice or the value entered with U.S. Customs. Any questions can be addressed to LBassett@vince.com and DYip@vince.com.