

Free People Sample Requirements

Sample Type Requirements/Expectations:

[In addition to the below requirements, please see the Import Sample Requirement Guide for the proper mutilation and valuation of samples.](#)

Top of Production (TOP) Samples

- Production quality pulled from bulk production
- Fit approved
- Final packaging, including ticketing
- Must include required product marking – COO, Care/Content Label, etc.
- Sample sent to production
- Must have blue tag attached
- Information required on tag that vendor supplies (If applicable) :
 - Brand Marked
 - Style #
 - Date TOP was sent
 - Agent Name
 - Factory Name
 - Ship Date
- Also need marked "Correct": designed correct, production fabric, production yarn, production trim, production hardware, construction correct, weight correct, wash/dry correct

Photography Samples

- True visual representation of final review sample
- Production quality pulled from bulk production
- Samples sent to the appropriate Buyer
- Fit approved
- Final packaging, including ticketing
- Must include required product marking – COO, Care/Content Label, etc.
- Sample sent to production
- Must have yellow tag attached
- Information required on tag that vendor supplies (If applicable) :
 - Brand
 - Style #
 - Date
 - Agent Name
 - Factory Name
- Vendor must check "other" and fill in sample type

PROTO/FIT Samples:

- Correct fabric quality
- Can be sub color or print
- If bulk will be embellished, then proto must reflect same
- Must include brand main label
- 1ST fit (proto) Sample sent to the product development; all subsequent fits sent to Production
- Must have yellow tag attached
- Sample Type needs to be marked on tag

PR Samples:

- True visual representation of final review sample
- Correct color, size, and finish
- Clearly labeled 'Final PR Sample'

SMS Samples:

- Production quality but not pulled from bulk
- Correct color/trims; may or may not be fit approved
- Final packaging
- Must include required product marking – COO, Care/Content Label, etc.
- Sample sent to production
- Must have white tag attached
- The following must be filled in on tag accurately, supplied by vendor:
 - Style #
 - Style description
 - Color of sample
 - Delivery period/month
 - Size

Beauty Product Samples

All individual beauty product samples must be marked with the following information:

- Distributor's name
- Net quantity
- "Sample – Not for Resale"
- Country of Origin
- Any warning statements (if applicable)
- Any active ingredients

*Please note that HazMat requirements apply to beauty samples as well. MSDS sheets must be provided for ALL beauty products, regardless of size.

FREE PEOPLE DIRECT/RETAIL SAMPLE CHART				
	TYPE	QTY	SIZE	DUE
FREE PEOPLE - ALL APPAREL/INTIMATES - MARKET				
FP Direct	TOP	1	S or 6	Due no later than 7 days prior to the Start Ship date
	Photo	1	S or 6	Due no later than 2 weeks prior to the Start Ship date
FP Retail	Photo	1	S or 6	Due no later than 4 weeks prior to the Start Ship date
FREE PEOPLE - ALL APPAREL/INTIMATES - OWNBRAND				
FP Direct	TOP	1	S or 6	Due no later than 7 days prior to the Start Ship date
	Photo	1	S or 6	Due no later than 2 weeks prior to the Start Ship date
FP Retail	Photo	1	S or 6	Due no later than 4 weeks prior to the Start Ship date
FREE PEOPLE - ALL BOTTOMS - MARKET				
FP Direct	TOP	1	S or 6 or 28	Due no later than 7 days prior to the Start Ship date
	Photo	1	XS or 2 or 26	Due no later than 2 weeks prior to the Start Ship date
FP Retail	Photo	1	S or 6	Due no later than 4 weeks prior to the Start Ship date
FREE PEOPLE - ALL BOTTOMS - OWNBRAND				
FP Direct	TOP	1	S or 6 or 28	Due no later than 7 days prior to the Start Ship date
	Photo	1	XS or 2 or 26	Due no later than 2 weeks prior to the Start Ship date
FP Retail	Photo	1	S or 6	Due no later than 4 weeks prior to the Start Ship date
FREE PEOPLE - LEATHER/SUEDE APPAREL - MARKET				
FP Direct & FP Retail	Proto	1	S	At Initial set up stage
	TOP	2	S	Due no later than 7 days prior to the Start Ship date
	Photo	1	S	Due 1 month prior to the Start Ship date
FREE PEOPLE - LEATHER/SUEDE APPAREL - OWNBRAND				
FP Direct & FP Retail	Proto	1	S	At Initial set up stage
	TOP	2	S	Due no later than 7 days prior to the Start Ship date
	Photo	1	S	Due 1 month prior to the Start Ship date
FREE PEOPLE - BAGS - MARKET				
FP Direct & FP Retail	Proto	1	OS	At Initial set up stage
	TOP	2	OS	Due no later than 7 days prior to the Start Ship date
	Photo	1	OS	Due 2 months prior to the Start Ship date
FREE PEOPLE - BAGS - OWNBRAND				
FP Direct & FP Retail	Proto	3	OS	At Initial set up stage
	TOP	2	OS	Due no later than 7 days prior to the Start Ship date
	Photo	1	OS	Due 2 months prior to the Start Ship date
FREE PEOPLE - ACCESSORIES - MARKET				
FP Direct	TOP	1	OS Jewelry - M if sized Belts - XS or S	Due no later than 2 weeks prior to the Start Ship date
	Photo	2 - 3	OS Jewelry - M if sized Belts - XS or S	Due no later than 4 weeks prior to the Start Ship date
FP Retail	Photo	1	OS Jewelry - M if sized Belts - XS or S	Due no later than 4 weeks prior to the Start Ship date
FREE PEOPLE - ACCESSORIES - OWNBRAND				
FP Direct	TOP	3	OS Jewelry - M if sized Belts - XS or S	Due no later than 2 weeks prior to the Start Ship date
	Photo	2 - 3	OS Jewelry - M if sized Belts - XS or S	Due no later than 4 weeks prior to the Start Ship date
FP Retail	Photo	1	OS Jewelry - M if sized Belts - XS or S	Due no later than 4 weeks prior to the Start Ship date
FREE PEOPLE - ACCESSORIES (HATS,SCARVES,GLOVES,SOCKS ONLY)				
FP Direct & FP Retail	Proto	1	OS	At initial style set up/order confirmation
	Pre-Production	1	OS	Specific Due Date to be given by Buyer on Order
	Photo	1	OS	Due no later than 4 weeks prior to the Start Ship date
	TOP	2	OS	Due no later than 2 weeks prior to the Start Ship date
FREE PEOPLE - FOOTWEAR				
FP Direct *OWNBRAND	Proto	1/2 pair	37	At initial style set up/order confirmation
	Confirmation/Pre Production	1/2 pair	37	Due 3 weeks after Proto fit comments are received
	TOP	1 pair	40	10 days before PO ship date
FP Retail *OWNBRAND	Proto	1/2 pair	37	At initial style set up/order confirmation
	Confirmation/Pre Production	1/2 pair	37	Due 3 weeks after Proto fit comments are received
	TOP	1 pair	40	10 days before PO ship date
FP Direct & FP Retail *MARKET	Photo	1	9 or 39/40	Due 4 weeks prior to the Start Ship date
FREE PEOPLE - BEAUTY				
FP Direct & FP Retail	Test	1	OS	At Initial set up stage
	Photo	1	OS	Due on the 15th of every month
	Marketing	1	OS	Due on the 15th of every month

FREE PEOPLE WHOLESALE SAMPLE CHART				
	TYPE	QTY	SIZE	DUE
FREE PEOPLE WHOLESALE - APPAREL/INTIMATES (BODY,SLIPS,CAMIS)				
FP - SMS Samples WHOLESALE	TOP	15 to NY 2 to Philly 9 to EU	XS or 4	By calendar date. If booked off calendar then by specific due date supplied by Sourcing
	Photo/Ecom *ONLY AS NEEDED	6 to NY	XS or 4	Specific Due Date to be given by Buyer on SMS Order
FREE PEOPLE WHOLESALE - INTIMATES (BRAS,UNDERWIRE,UNDIES)				
FP - SMS Samples WHOLESALE	TOP	18 to NY 2 to Philly 9 to EU	XS or 4	By calendar date. If booked off calendar then by specific due date supplied by Sourcing
	Photo/Ecom *ONLY AS NEEDED	6 to NY	XS or 4	Specific Due Date to be given by Buyer on SMS Order

FREE PEOPLE WHOLESALE - PARTY				
FP - SMS Samples WHOLESALE	TOP	4 to NY 1 to Philly 1 EU	XS or 4	By calendar date. If booked off calendar then by specific due date supplied by Sourcing
	Photo/Ecom *ONLY AS NEEDED	3 to NY	XS or 4	Specific Due Date to be given by Buyer on SMS Order
FREE PEOPLE WHOLESALE - MOVEMENT				
FP - SMS Samples WHOLESALE	TOP	14 to NY 1 to Philly	XS or 4 or OS	By calendar date. If booked off calendar then by specific due date supplied by Sourcing
	Photo/Ecom *ONLY AS NEEDED	3	XS or 4	Specific Due Date to be given by Buyer on SMS Order
FREE PEOPLE WHOLESALE - ACCESSORIES				
FP - SMS Samples WHOLESALE	TOP	14 to NY 1 to Philly	XS or 4 or OS	Due no later than 2 week prior to PRESHOW / Specific Due Date to be given by Buyer on SMS Order
FREE PEOPLE WHOLESALE - BAGS				
FP WHOLESALE	SMS	12 to NY 1 to Philly	OS	Specific Due Date to be given by Buyer on SMS Order
	TOP	2	OS	Due no later than 7 days prior to the Start Ship date
	Photo	9 to NY 1 to Philly	OS	Due no later than 7 days prior to the Start Ship date
FREE PEOPLE WHOLESALE - FOOTWEAR				
FP WHOLESALE	Proto	1/2 pair	37	At time of initial style setup & PO confirmation
	Pre-SMS	1/2 pair	37	4 weeks before SMS deadline
	SMS	12 size 37 3 size 40	37 40	Specific Due Date to be given by Buyer on SMS Order Philly: 1/2 pair size 37 & 1 pair size 40 NYC: 8 pairs size 37 & 2 pairs size 40 London: 3 1/2 pairs size 37
	TOP	1 pair	40	10 days before PO ship date
FREE PEOPLE - LEATHER/SUEDE APPAREL				
FP WHOLESALE	Proto	1	S	At Initial set up stage
	SMS	6 to NY 2 to Philly 2 to EU	S	Specific Due Date to be given by Buyer on SMS Order
	TOP	2	S	Due no later than 7 days prior to the Start Ship date
	Photo	1	S	Due 2 months prior to start ship date
FREE PEOPLE WHOLESALE - IMMEDIATE WEAR NOW VENDORS				
FP - SMS Samples WHOLESALE	TOP	1 to NY 1 to Philly 1 to LA 1 to Chicago 1 EU	XS or 4	Due no later than 2 week prior to PRESHOW / Specific Due Date to be given by Buyer on SMS Order