

Urban Outfitters 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
- Final packaging, including ticketing
- Must include required product marking – COO, Care/Content Label, etc.
- Sample sent to the appropriate Buyer
- Clearly labeled “Final TOP Sample”

Photography Samples

- True visual representation of final review sample
- Correct color, size, and finish
- Samples sent to the appropriate Buyer
- Clearly labeled “Final Photography Sample”

PR Samples

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

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.

URBAN OUTFITTERS				
	TYPE	QTY	SIZE	DUE
URBAN OUTFITTERS APPAREL				
UO Market Apparel - Women's	TOP	1	Medium/6/28	Due no later than 7 days prior to the Start Ship date
	Photo	2	Small (qty 2)/26 & 27/2 & 4	Due no later than 14 days prior to the Start Ship date
	PR	1	Medium/28/6	Due 4 weeks before PO's NDC date
UO Ownbrand Apparel - Women's	TOP	3	Medium/28/6	Due no later than 7 days prior to the Start Ship date
	Photo	2	Small/26/4	Due no later than 30 days prior to the NDC date
	PR	1	Small/26/4	Due no later than 30 days prior to the NDC date
UO Market Apparel - Men's Knits	TOP	1	Large	Due no later than 7 days prior to the Start Ship date
	Photo	0		
	PR	0		
UO Ownbrand Apparel - Men's Knits	TOP	3	Medium	Due no later than 7 days prior to the Start Ship date
	Photo	3	Medium	Due no later than 30 days prior to the NDC date
	PR	3	Medium	Due no later than 30 days prior to the NDC date
UO Market Apparel - Men's Wovens	TOP	1	Medium	Due no later than 7 days prior to the Start Ship date
	Photo	3	Medium	Due no later than 7 days prior to the Start Ship date
	PR	0		
UO Ownbrand Apparel - Men's Wovens	TOP	3	Medium	Due no later than 7 days prior to the Start Ship date
	Photo	3	Medium	Due no later than 30 days prior to the NDC date
	PR	3	Medium	Due no later than 30 days prior to the NDC date
UO Market Apparel - Men's Bottoms	TOP	1	32/Medium	Due no later than 7 days prior to the Start Ship date
	Photo	3	32/Medium	Due no later than 14 days prior to the Start Ship date
	PR	0		
UO Ownbrand Apparel - Men's Bottoms	TOP	3	32/Medium	Due no later than 7 days prior to the Start Ship date
	Photo	3	32/Medium	Due no later than 30 days prior to the NDC date
	PR	3	32/Medium	Due no later than 30 days prior to the NDC date
URBAN OUTFITTERS HOME				
UO Market Home - Rugs	TOP	1	1 of each size bought, excluding 8x10	Due no later than 7 days prior to the Start Ship date
	Photo	0		
	PR	0		
UO Ownbrand Home - Rugs	TOP	1	1 of each size bought, excluding 8x10	due no later than 14 days prior to the Start Ship date. Send PP samples/shade bands of Chenille rugs when necessary.
	Photo	0		
	PR	1	1 of each sz bought, excluding 8x10	due no later than 14 days prior to the Start Ship date. Send PP samples/shade bands of Chenille rugs when necessary.
UO Market Home - Bedding	TOP	1	1 F/Q size, 1 F/Q & 1 Twin XL for Snooze Sets	Due no later than 7 days prior to the Start Ship date
	Photo	0		
	PR	0		
UO Ownbrand Home - Bedding	TOP	1	Comforter/Duvet set: 1 set of pillowcase/shams & 1 sz queen top of bed	due no later than 14 days prior to the Start Ship date
		1	Sheet set: 1 pillowcase/sham & Queen in sheet sets	due no later than 14 days prior to the Start Ship date
	Photo	0		
	PR	1	1 pillowcase/sham & Queen in sheet sets	due no later than 14 days prior to the Start Ship date
UO Market Home - Window	TOP	2	2 per each style, excluding beaded & macramé styles	Due no later than 7 days prior to the Start Ship date
	Photo	0		
	PR	0		
UO Ownbrand Home - Window, Bath, Tapestries, Dec Pillows & Throws	TOP	2	2 per style/color	due no later than 14 days prior to the Start Ship date
	Photo	0		
	PR	2	2 per style/color	due no later than 14 days prior to the Start Ship date

UO Market Home - Furniture	TOP	2	SCONCES: 2 per style; All other Furniture: 2 of O/S items	Due no later than 7 days prior to the Start Ship date
	Photo	0		
	PR	0		
UO Ownbrand Home - Furniture	TOP	2	1 development sample; 1 TOP sample	Due no later than 20 days prior to the Start Ship date
	Photo	0		
	PR	0		
UO Market Home - Lighting	TOP	2	1 development sample; 1 TOP sample	Due no later than 20 days prior to the Start Ship date
	Photo	0		
	PR	0		
UO Ownbrand Home - Lighting	TOP	2	1 development sample; 1 TOP sample	Due no later than 20 days prior to the Start Ship date
	Photo	0		
	PR			
UO Market Home - Storage	TOP	2	1 development sample; 1 TOP sample	Due no later than 20 days prior to the Start Ship date
	Photo	0		
	PR	0		
UO Ownbrand Home - Storage	TOP	2	1 development sample; 1 TOP sample	Due no later than 20 days prior to the Start Ship date
	Photo	0		
	PR			
UO Market Home - Dec. Acc.	TOP	2	1 development sample; 1 TOP sample	Due no later than 20 days prior to the Start Ship date
	Photo	0		
	PR	0		
UO Ownbrand Home - Dec. Acc.	TOP	2	1 development sample; 1 TOP sample	Due no later than 20 days prior to the Start Ship date
	Photo	0		
	PR			
UO Market Home - Candles	TOP	4	2 Development Samples; 2 TOP Samples	Due no later than 20 days prior to the Start Ship date
	Photo	1	1 sample for Photo	
	PR	0		
UO Ownbrand Home - Candles	TOP	4	2 Development Samples; 2 TOP Samples	Due no later than 20 days prior to the Start Ship date
	Photo	1	1 sample for Photo	
	PR	0		
UO Market Home - Kitchen	TOP	4	2 Development Samples; 2 TOP Samples	Due no later than 20 days prior to the Start Ship date
	Photo	1	1 sample for Photo	
	PR	0		
UO Ownbrand Home - Kitchen	TOP	4	2 Development Samples; 2 TOP Samples	Due no later than 20 days prior to the Start Ship date
	Photo	1	1 sample for Photo	
	PR	0		
UO Market Home - Holiday/Ornaments	TOP	4	2 Development Samples; 2 TOP Samples	Due no later than 20 days prior to the Start Ship date
	Photo	1	1 sample for Photo	
	PR	0		
UO Ownbrand Home - Holiday/Ornaments	TOP	4	2 Development Samples; 2 TOP Samples	Due no later than 20 days prior to the Start Ship date
	Photo	1	1 sample for Photo	
	PR	0		
URBAN OUTFITTERS ACCESSORIES				
UO Market & Ownbrand Accessories - Women's	Pre Production	1	BELTS: 1 full Size run; All other Accessories: 1 of O/S items per color	Due no later than 30 days prior to Start Ship date
	Photo	2	BELTS: 2 size small Other Accessories: 2 of O/S items per color	Due no later than 21 days prior to Start Ship date
	TOP	2	BELTS: 2 Size medium; All other Accessories: 2 of O/S items per color	Due no later than 14 days prior to the Start Ship date
	PR	0		
UO Market & Ownbrand Shoes - Women's	Pre Production	1	1 size 6 or 1 size 7, buyer discretion	Due no later than 30 days prior to Start Ship date
	Photo	3	2 Women's Size 9 and 1 size 10	Due no later than 21 days prior to the Start Ship date
	TOP	1	Women's Size 7	Due no later than 14 days prior to the Start Ship date
	PR	0		
UO Market & Ownbrand Accessories - Men's	Pre Production	1	BELTS: 1 full Size run; All other Accessories: 1 of O/S items per color	Due no later than 30 days prior to Start Ship date
	Photo	1	BELTS: 1 size medium Other Accessories: 1 of O/S items per color	Due no later than 21 days prior to Start Ship date
	TOP	2	BELTS: 2 Size MEDIUM; All other Accessories: 2 of O/S items per color	Due no later than 14 days prior to the Start Ship date
	PR	0		
UO Market & Ownbrand Shoes - Men's	Pre Production	1	Men's Size 9	Due no later than 30 days prior to the Start Ship date
	Photo	2	Men's Size 9 and 11	Due no later than 21 days prior to the Start Ship date
	TOP	1	Men's Size 9	Due no later than 14 days prior to the Start Ship date
	PR	0		

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