

## 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
<b>URBAN OUTFITTERS APPAREL</b>				
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	1	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
<b>URBAN OUTFITTERS HOME</b>				
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	<b>Comforter/Duvet set:</b> 1 set of pillowcase/shams & 1 sz queen top of bed	due no later than 14 days prior to the Start Ship date
		1	<b>Sheet set:</b> 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		
<b>URBAN OUTFITTERS ACCESSORIES</b>				
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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