



## **Contract Sewn Manufacturing Terms and Conditions**

We look forward to working with you to bring your designs to reality. Here are Satsuma Designs LLC's ('Company') contract manufacturing terms and conditions for review.

Contact Jennifer Porter – 206-604-6465 or [jennifer@satsumadesigns.com](mailto:jennifer@satsumadesigns.com) – with questions.

### **Financial Terms**

- Invoice due upon shipment of products.
- Credit card payments incur 3% processing fee.
- Product sampling, communications and administrative time are billed at Satsuma Designs' current hourly rate.
- Sample costing to be communicated upon receipt of physical product/garment and before sampling begins.
- Shipping (sampling and production) paid by Client – UPS or FedEx Account Number Required – Ground Service unless otherwise indicated
- Sales Tax – waived with Client Reseller Permit from state agency. Must accompany Purchase order.

### **Production Terms**

Satsuma Designs Provides:

- Cutting Labor to specification
- Sewing Labor to specification
- Thread (black, white, natural, navy) – all other spec colors provided by client
- Labeling (sewn)

Additional Services Available (billed per piece with minimum):

- Pressing
- Packaging

Client Provides:

- Purchase order – serves as agreement with Satsuma Designs' T&C
- Technical package (Tech Pack) – (.ai, PDF, Excel formats)
- Size chart for reference
- Written sewing operations with LEAN review by Satsuma

## BUSINESS CONFIDENTIAL

- Marker Files – <= 60" wide (printing billed to client)
- Pattern Files (printing billed to client)
- Notions/Trims
- Material – 5-10% surplus

### **Other Terms**

#### Material storage policy

- Upon completion of a purchase order, client has 30 days to execute one of the following three options:
  1. Place a purchase order to use existing material/supplies
  2. Pick up or send us a shipping label to return material/supplies.  
Handling time applies.
  3. Donate excess materials to Satsuma to recycle, donate, or sell (confirmed by email)
  4. Pay a \$25/month storage fee (billed quarterly)

#### Additional Services Available, billed hourly:

- Tech Pack Development
- LEAN consulting
- Business Planning
- Marketing Plan

### **Purchase Order Conditions**

- The Purchase Order serves as a binding contract referencing two parties – Satsuma Designs LLC 'Company' and 'Client'.
- Purchase Order to include agreed upon delivery date with at least one status update from Company to Client by email.
- Purchase Order references Tech Pack with approved design.
- Cancelled Purchase Orders incur 10% of total defined Purchase Order cost less prorated deposit. Any materials shipping and returns are the responsibility of Client.
- Liability – Client holds Company harmless for any losses incurred in execution of Purchase Order.
- Expenses – Company expenses including printing, sample shipping, etc. will be noted and billed.