



LAKE SHIRTS  
**blue 84** BLUE 84 SPIRIT  
LIFE'S BETTER IN A T-SHIRT

## Vendor Guide

[www.lakeshirts.com](http://www.lakeshirts.com)



## Lakeshirts Values

### **Wow Our Customers**

We strive to wow our customers through our passion...for great artwork, unique decorations, on trend garments, fast turn times, reliable delivery and Minnesota Nice customer service.

### **Continuous Improvement**

We welcome change. Remaining nimble and open minded has kept us strong since 1984. We are an adventurous and creative company, surrounding ourselves with the right people doing the right things.

### **Team**

The best team wins and we love to win. We are committed to building a strong team with the same goals and we take pride in our results.

### **Meritocracy**

Empower ideas and define your success. Empowerment makes ideas happen and gives every member of the team the ability to define their success and take it to the next level.

### **Community**

We feel it is our responsibility to be leaders in our community - helping to create and shape a "better place to be."



## Introduction

### CONGRATULATIONS!

You have been selected as an APPROVED VENDOR for Lakeshirts, Inc. At Lakeshirts, we believe a strong, positive relationship with each vendor is key to our success as a company. We look forward to partnering with you to become a staple in our marketplace.

In order to keep accurate records for ordering and accounting, we ask that an authorized Vendor Representative complete the forms as soon as possible.

Lakeshirts is also a member of the Fair Labor Association and it is our goal to be a leader in the area of labor standards. The forms need to be read carefully and completed by personnel that will ensure the communication of Lakeshirts labor standards within your company.

Our goal is to provide our customers with cutting edge, quality garments and decorations at a fair price. We also strive to be the very best when it comes to quick, on time delivery and providing top notch customer service. We are excited about the role your company will play in helping us reach this goal.

We request the following guidelines be followed to the letter to ensure orders are filled accurately and in a timely manner. Our success hinges on how well the points outlined in the following pages are carried out.

When all documents have been completed and signed they should be forwarded to the below address or emailed to [corporateresponsibility@lakeshirts.com](mailto:corporateresponsibility@lakeshirts.com).

**Lakeshirts**  
**Attention: Corporate Responsibility Committee**  
**PO Box 52**  
**Detroit Lakes, MN 56502**

Your input regarding garment production and quality and day-to-day interactions with our staff are not only welcome, they are critical to maintaining smooth operations. Please contact us if at any time you are unable to receive prompt responses to questions or concerns.

## Welcome to Lakeshirts!



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# WORKPLACE CODE OF CONDUCT

LAKESHIRTS, INC. D/B/A BLUE 84 AND ALL ITS EMPLOYEES AND REPRESENTATIVES ARE OPPOSED TO FORCED, UNFAIR, AND ABUSIVE LABOR PRACTICES AND USE THE FAIR LABOR ASSOCIATION WORKPLACE CODE OF CONDUCT AS OUR GUIDE TO SELECTING PARTNERS THAT SHARE OUR VALUES AND BELIEFS. WE STRONGLY BELIEVE OUR CODE OF CONDUCT FOLLOWS THIS COMMITMENT AND CONTAINS THE MINIMUM OF BASIC HUMAN RIGHTS AND WE REQUIRE ALL OF OUR VENDORS AND SUPPLIERS TO ADOPT THIS CODE.

## **CHILD LABOR**

No person shall be employed under the age of 15 or under the age for completion of compulsory education, whichever is higher.

## **COMPENSATION**

Every worker has a right to compensation for a regular work week that is sufficient to meet the worker's basic needs and provide some discretionary income. Employers shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract. Where compensation does not meet workers' basic needs and provide some discretionary income, each employer shall work with the FLA to take appropriate actions that seek to progressively realize a level of compensation that does.

## **EMPLOYMENT RELATIONSHIP**

Employers shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.

## **FORCED LABOR**

There shall be no use of forced labor, including prison labor, indentured labor, bonded labor or other forms of forced labor.

## **FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING**

Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.

## **HARASSMENT OR ABUSE**

Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

## **HEALTH, SAFETY AND ENVIRONMENT**

Employers shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities. Employers shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

## **HOURS OF WORK**

Employers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual. Employers shall not request overtime on a regular basis and shall compensate all overtime work at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.

## **NONDISCRIMINATION**

No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.

THIS IS OUR MINIMUM SET OF STANDARDS WHICH MUST BE ADOPTED BY ALL OF OUR PARTNERS, THEIR REPRESENTATIVES, ASSOCIATES AND SUPPLIERS. WHEN DIFFERENCES OR CONFLICTS IN STANDARDS ARISE, THE HIGHEST STANDARD SHALL APPLY. LAKESHIRTS, INC. DBA BLUE 84 RESERVES THE RIGHT TO TERMINATE ANY RELATIONSHIP IN WHICH THESE STANDARDS ARE NOT BEING UPHELD.

**TO REPORT A CODE VIOLATION YOU CAN CONTACT US AT 800.267.2780 OR EMAIL  
[HR@LAKESHIRTS.COM](mailto:HR@LAKESHIRTS.COM) OR [CORPORATERESPONSIBILITY@LAKESHIRTS.COM](mailto:CORPORATERESPONSIBILITY@LAKESHIRTS.COM)**





## BASIC COMPANY INFORMATION

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Company Phone: (     ) \_\_\_\_\_

Company Fax: (     ) \_\_\_\_\_

Company Website: \_\_\_\_\_

Company Year Established: \_\_\_\_\_

### Contact Information

CEO Name: \_\_\_\_\_

CEO Phone: (     ) \_\_\_\_\_

CEO Email: \_\_\_\_\_

CFO Name: \_\_\_\_\_

CFO Phone: (     ) \_\_\_\_\_

CFO Email \_\_\_\_\_

### Financial Information

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_  
\_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Contact Name for Billing: \_\_\_\_\_

Currency Code: \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Is Vendor using a manufacturer or factory with different Federal ID# than Vendor or a manufacturer or factory outside the USA?     Yes      No

Import      Buying Agent      Federal Tax ID: \_\_\_\_\_

Buying Agent: \_\_\_\_\_



## BASIC COMPANY INFORMATION CONTINUED

**Terms**

the following PAYMENT TERMS are requested based on volume:

<\$100,000 - Net 30

\$100,000 - \$1,000,000 – Net 60

>\$1,000,000 – Net 90

Agreed Upon Terms: \_\_\_\_\_

FOB Point: \_\_\_\_\_

Freight Terms:      COLLECT       PREPAID

**Shipping Information**

Warehouse Contact Name: \_\_\_\_\_

Warehouse Phone: (     ) \_\_\_\_\_

Shipping Address: \_\_\_\_\_

**Sales Representative Information**

Sales Rep Name: \_\_\_\_\_

Sales Rep Phone: (     ) \_\_\_\_\_

Sales Rep Email: \_\_\_\_\_

Any information that is provided to Vendor by Lakeshirts shall be considered confidential (“Confidential Information”). Vendor will not share information about Lakeshirts products or any specifications pertaining to sizing, labeling or ticketing or other Confidential Information with any third party without Lakeshirts permission. Failure to comply with these requirements will result in termination of Lakeshirts / Vendor relationship and possible legal action.

Please sign below to indicate your agreement. The person signing this Vendor Introduction Agreement hereby represents that he or she is a duly authorized representative of your company and may act on behalf of, and bind, your company.

\_\_\_\_\_  
Signature of Authorized Official                      Date

**LAKESHIRTS, INC. D/B/A BLUE 84**  
\_\_\_\_\_  
Typed Company Name

\_\_\_\_\_  
Typed Lakeshirts Official's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Signature of Authorized Representative                      Date

\_\_\_\_\_  
Typed Vendor Company Name

\_\_\_\_\_  
Typed Vendor's Official's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

## SAMPLE PRODUCTION AND APPROVAL

### Sample Submission

Final quality pre-production samples must be submitted for approval in all of the following circumstances:

1. Any proposed new item.
2. Alterations to an existing item (i.e., any deviation in color, style or embellishment)

We request all pre-production samples submitted have a Standard Sample Tag attached to the product which contains the following information:

1. Vendor Name
2. Lakeshirts product description
3. Size range
4. Contact/approval information

In addition, a spec sheet must be completed upon approval of each sample. A standard Spec Sheet form will be forwarded to you to use for all future garments.

All submitted pre-production samples must:

1. Contain all sizes specified by Lakeshirts.
2. Represent final material quality of future production runs.
3. Be created and shipped at Vendor's expense to Lakeshirts.
4. Be retained by Lakeshirts for comparison of top-of-production samples.

### Sample Approvals

Lakeshirts will provide timely approvals of samples following review. Those items not receiving approval will be rejected and a detailed explanation of all shortcomings and instructions for resubmission will be provided to you.

All samples should be sent for review to:

**Lakeshirts, Inc. d/b/a Blue 84**  
**Attn: Tom Shoemaker, Inventory Manager**  
**750 Randolph Road**  
**Detroit Lakes, MN 56501**





## PURCHASE ORDER TERMS AND CONDITIONS

The terms of the Lakeshirts Purchase Order will govern in the event of any conflict between the Order and any other document.

You must have a valid Purchase Order prior to shipping merchandise to any Lakeshirts company. We must be notified within three (3) days after your receipt of a Purchase Order, and prior to shipment, of any term, condition, or specification that is not acceptable. Failure to give such notice shall be deemed acceptable of all terms, conditions and specifications of the Purchase Order.

Prompt receipt of goods is critical to our success in fulfilling our customers' orders quickly and accurately. Delays in shipments from our vendors not only reflect poorly upon you, our vendor, but also cause our customers to think poorly of Lakeshirts, which in turn may cause them to seek out other vendors. Lakeshirts requests prompt notification of any delays in shipping. Lack of notification may result in shipping upgrades at your expense or cancellation of the Purchase Order at no cost to Lakeshirts.

Merchandise shall be subject to inspection by our Buyer or Warehouse personnel prior to acceptance and payment. Full credit will be taken for merchandise which is not in accordance with set specifications or industry standards or which is different in quality or quantity from that ordered, or which is shipped in a manner other than stated on our Purchase Order. PFD's that have been dyed and found to be defective will be processed through our Damages Dept. Dye costs of \$1.75 per pound PLUS full merchandise credit will be taken for defects totaling more than 3% in a calendar year. This credit will be applied at the end of our calendar year.

Lakeshirts will accept overages and shortages of 5% per SKU per shipment. Overages must be approved prior to shipment. Excess inventory that is not approved for shipment cannot be offered for sale to third parties.

The prices specified on the Purchase Order are not subject to any additional charges for packing or preparation for shipment or because of increased costs of operation, or because of any taxes or excises levied on processors, manufacturers, and wholesalers or otherwise. The Purchase Order shall not, without written authorization from Buyer, be filled at higher prices than previously agreed upon. If the Order is unpriced, prices are not to be higher than last charged or quoted to our Buyer for Merchandise described therein. Any price reduction made to merchandise on the Purchase Order prior to delivery shall be applicable to the Purchase Order.



# CONSENT AGREEMENT TO USE OF THIRD PARTY MANUFACTURER

Lakeshirts hereby consents to use of **THIRD PARTY MANUFACTURERS** under the following conditions:

1. The Third Party Manufacturer acknowledges that it has read and understands, and hereby agrees to be bound by, each and all of the Terms and Conditions of the Lakeshirts Vendor Guidelines as if the Third Party Manufacturer were a named party to the Guidelines. In no event shall the rights of the Third Party Manufacturer exceed the rights of the Approved Vendor under the Agreement.

- a) Third Party Manufacturer shall have no right to manufacture Authorized Product, or to distribute, sell or market Authorized Product to any party other than Lakeshirts Approved Vendor, or a designee of the Approved Vendor duly authorized by Lakeshirts;
- b) Third Party Manufacturer shall have no right to directly invoice any orders (such responsibility to be the non-assignable responsibility of our vendor);
- c) Third Party Manufacturer shall have no right to sell off any Authorized Product upon expiration or termination of this Consent Agreement; and
- d) Lakeshirts may, at its sole option, elect to enforce its rights under the Agreement and this Consent Agreement under the laws of any country where Third Party manufacturer is performing any licensed activities or unlicensed activities.

If Lakeshirts is required to take any action against the Third Party Manufacturer to protect its rights, you as the Approved Vendor shall reimburse Lakeshirts for its reasonable costs (including attorney's fees). You and the Third Party Manufacturer hereby agree that any agreement with the Third Party Manufacturer relating to the Agreement shall include all terms and provisions noted above.

Please sign below to indicate your agreement with the foregoing. The person signing this Memorandum of Understanding Agreement hereby represents that he or she is a duly authorized representative of the Vendor and may act on behalf of, and bind, the Vendor.

\_\_\_\_\_  
Signature of Authorized Official      Date

**LAKESHIRTS, INC. D/B/A BLUE 84**  
\_\_\_\_\_  
Typed Company Name

\_\_\_\_\_  
Typed Lakeshirts Official's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Typed 3<sup>rd</sup> Party Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Official      Date

\_\_\_\_\_  
Typed Vendor Company Name

\_\_\_\_\_  
Typed Vendor's Official's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Typed 3<sup>rd</sup> Party Mfr. Official's Name

\_\_\_\_\_  
City, State, ZIP Code



## Authorized Manufacturers Agreement

An agreement was made by and between **Lakeshirts, Inc. d/b/a Blue 84**, whose address is **750 Randolph Road, Detroit Lakes, MN 56501** and \_\_\_\_\_, whose address is \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_, (herein referred as “original stated contract”) set forth below.

May it be known that the undersigned parties, for good consideration, do hereby agree to make the following changes and / or additions that are outlined below. These additions shall be made valid as if they are included in the original stated contract.

The undersigned will inform Lakeshirts, Inc. d/b/a Blue 84 of any incoming or outgoing THIRD PARTY MANUFACTURERS affecting Lakeshirts supply chain. The following steps shall be taken pending approval of the incoming THIRD PARTY MANUFACTURER by Lakeshirts, Inc. d/b/a Blue 84:

1. One month prior to changes, the incoming manufacturer must be disclosed to Lakeshirts. Including the manufacturer it will be replacing, if any.
2. A copy of the most recent audit must be provided to Lakeshirts, 1 week after disclosure.

Once approved, Lakeshirts will provide the Vendor Guidelines to be signed by the representative of the incoming manufacturer.

No other terms or conditions of the above mentioned contract shall be negated or changed as a result of this here stated addendum.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness #1) \_\_\_\_\_

Witness #2) \_\_\_\_\_

## Shipment Preparation, Packaging, Labeling, and Documentation

✚ This specification applies to ALL SHIPMENTS inbound to Lakeshirts, Inc. d/b/a Blue 84.

### Requirements

- Shipments to Lakeshirts, Inc. must be accompanied by a packing list.
- Packing lists should be affixed to the outside of the lead carton or pallet in a secure and visible manner.
- Goods received must be labeled with correct garment style, color, quantity, size and barcode.
  - All boxes must have carton label adhered to the upper right corner of box
  - Lakeshirts will provide you with the carton labels



- All boxes packaged in less than case quantity must be placed on the top of each pallet.
- All partial boxes with mixed sizes must be clearly marked.
- Palletized loads must not exceed Standard Truck Dimensions.
  - Stacking boxes on pallets, do not exceed maximum height dimensions.
  - Pallets must be organized by body style and color.

✚ If using a Third Party please communicate these requirements accordingly.

✚ On occasion, issues occur that impact our receiving department and cause disruptions in receiving shipments in an efficient manner. Not fulfilling these minimum requirements could result in Vendor charges.

## CORPORATE SOCIAL COMPLIANCE ACCOUNTABILITY

We thank you for your interest in doing business with Lakeshirts, Inc. D/B/A Blue 84.

At Lakeshirts, we take respect for human rights and compliance with labor laws very seriously. We select business partners that share our commitment to ethical practices and agree to our standards of business conduct. Our compliance program includes working with suppliers towards compliance with our labor standards and conducting periodic factory audits to confirm compliance with our standards.

With the goal of being a leader in the area of labor standards and as a requirement of our relationship with FLA affiliated universities and colleges, Lakeshirts has become a Participating Company in the Fair Labor Association (FLA) and has adopted a code that meets or exceeds FLA Workplace Code of Conduct. In order to inform you about our standards, we are enclosing the following information:

1. Our Workplace Code of Conduct. **This Code of Conduct must be posted within the facility in a conspicuous, freely accessible area in the local language(s) of the employee.** Printable versions available on our website [www.lakeshirts.com](http://www.lakeshirts.com).
2. The Annual Supplier Certification form, which **must be completed and submitted for each factory** you are using to manufacture products for Lakeshirts, Inc.

By signing this letter you agree to implement the Workplace Code of Conduct, to inform your employees of the provisions outlined in the Code, to submit the Annual Supplier Certification form to Lakeshirts and to subject your facilities to periodic social compliance audits (or monitoring visits). **Future audits will be billed to the Vendor after the Summary of Findings Report has been received by Lakeshirts.**

The FLA Principles of Fair Labor and Responsible Sourcing call for companies to conduct monitoring visits during which monitors will interview workers and managers, review company and personnel records, and inspect production and dormitory facilities. **Denied Entry to the facility will result in a failed audit at which the Vendor is financially responsible for.**

After the audit has been conducted a member of Lakeshirts Compliance Committee will contact the Factory/Supplier and Vendor providing all with the findings, at that time we will request all findings be remediated within the appropriate time frame given. **Corrective action plans must address the noncompliance issue and include the following components:**

- a. Provide a concise but detailed plan as to how the problem was/will be remediated, being as specific as possible.
- b. Demonstrate that remediation actions are not temporary, but rather have an integrated, sustainable approach.
- c. Demonstrate a verification process to ensure that noncompliance items will be remediated providing supportive documents that reference the appropriate finding. (please note, all documents should be provided to Lakeshirts in English language if at all possible)
- d. Include completion dates (if exceeds the given time frame).



**CORPORATE SOCIAL COMPLIANCE ACCOUNTABILITY CONTINUED...**

After this signed letter is received, we will contact you to schedule a factory visit. However, please note that without this signed letter, we will be unable to initiate the evaluation process and therefore, no orders will be placed until we conclude the evaluation and approve the factory.

Sincerely,

Corporate Social Responsibility Committee

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**TO BE COMPLETED BY VENDOR AND SUPPLIER/FACTORY:**

Supplier/Factory Name: \_\_\_\_\_

Supplier/Factory Address: \_\_\_\_\_

\_\_\_\_\_

City	State	Zip	Country
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Supplier/Factory Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ANNUAL SUPPLIER CERTIFICATION

Please read this document carefully and indicate whether your facility meets each of the following criteria. Lakeshirts, Inc. is enrolled in the FLA Licensee program as a Participating Company and is committed to upholding the [FLA Charter](#) and our Workplace Code of Conduct (which must meet or exceed the [FLA Workplace Code of Conduct](#) included below). As such, we will only work with suppliers who share that commitment. We require that our suppliers reaffirm that annually by filling out a supplier certification form. Fill out **one form for each factory** producing goods for Lakeshirts, Inc.

**As a representative of the company and factory indicated below, I certify that this facility is in compliance with the following conditions (checking the box indicates compliance):**

- EMPLOYMENT RELATIONSHIP:** Employers shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.
- NONDISCRIMINATION:** No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.
- HARASSMENT OR ABUSE:** Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.
- FORCED LABOR:** There shall be no use of forced labor, including prison labor, indentured labor, bonded labor or other forms of forced labor.
- CHILD LABOR:** No person shall be employed under the age of 15 or under the age for completion of compulsory education, whichever is higher.
- FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING:** Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.
- HEALTH, SAFETY, AND ENVIRONMENT:** Employers shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities. Employers shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.
- HOURS OF WORK:** Employers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual. Employers shall not request overtime on a regular basis and shall compensate all overtime work at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.



**ANNUAL SUPPLIER CERTIFICATION CONTINUED...**

- COMPENSATION:** Every worker has a right to compensation for a regular work week that is sufficient to meet the worker’s basic needs and provide some discretionary income. Employers shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract. Where compensation does not meet workers’ basic needs and provide some discretionary income, each employer shall work with the FLA to take appropriate actions that seek to progressively realize a level of compensation that does.

**In addition to the above Code:**

- INFORMED WORKPLACE.** The contractor has informed employees about the workplace standards orally and through the posting of standards in a prominent place and undertaken other efforts to educate employees about the standards on a regular basis.
- SUBCONTRACTORS.** You have not utilized any subcontractors without first notifying Company X.

Noted here are any areas of the code that we are unable to fully comply with at this time:

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Furthermore, I understand and agree that as a Lakeshirts, Inc. supplier, we will be subject to periodic compliance audits by the Lakeshirts monitors or external monitors contracted by Lakeshirts. I agree to allow them to enter my facility to interview managers and workers, to review company records and to inspect factory and dormitory buildings.

**Supplier Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## COMPLIANCE INFORMATION

- Please complete for **each** factory
- Please note **all** sections below must be completed for FLA reporting
- If incomplete no purchase orders will be placed

Factory Local Name: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip Code

Country

### Company HQ Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

### Field Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

### Factory/Compliance Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Is a sourcing agent responsible for factory compliance? Yes  No

Language spoken by Management: \_\_\_\_\_

Language spoken by Production workers: \_\_\_\_\_

Production Process: \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_ Days/Hours factory not available: \_\_\_\_\_

Number of Production workers: \_\_\_\_\_

Number of Non-Production workers (office staff, management, sales, acct. HR, etc.): \_\_\_\_\_

Total number of Production buildings: \_\_\_\_\_

If more than 1, are all buildings located at the same address? Yes  No

If no, please specify: \_\_\_\_\_