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## Outline of Services

Left in Stitches, Inc. specializes in working with small and start up companies and can help you with product development all the way through production. With over 22 years of industry experience, Left In Stitches, Inc. is a good fit for many small businesses. Because every client comes to us at a different phase in their development, we've divided our services into four programs.

- Product Design and Development
- Sample Production
- Pre-Production Management and Preparation
- Production Management

The first program is for the new manufacturer who has a concept in mind, but hasn't fully developed their idea; the second program is for the manufacturer who has developed their idea and needs to make a prototype (or sample set) to take to market; the third program is for the manufacturer who has completed their sample set and is ready for production, lastly, program four is for the manufacturer who has completed the previous stages of development and has need of production and project management.

Not all clients will start with us, but may come to us after they reach a certain point on their own or with another company. Left in Stitches, Inc. is happy to work with a client regardless of their current stage of development or previous affiliations.

In addition we also offer:

- Fabric Sourcing
- Product Review and Assessment
- Line Sheet production and Swatch assembly

### **Program One: Product Design and Development**

Items to be completed in Program One:

- The first pattern, upon approval of sample

- The first Prototype
- Fabrication and findings yields
- Technical drawing, upon approval of sample
- Garment fitting if needed

Some products need additional considerations which will be addressed in your consultation, such as: special materials, field testing, and other product specific requirements.

To start Program One, a manufacturer must provide the following:

- A rendering (a photo, design sketch, or prototype) of the product, with fabric suggestions or swatches. *Note: During this phase of development, Left in Stitches will gladly assist you in sourcing your fabrics and findings*
- Preliminary garment features, such as fit and any special design specifications
- A timeline
- A \$200.00 deposit on labor and 100% of the cost of any materials to be used in this program, though most of this program consists of the development of ideas.

It is crucial in this program to provide accurate and consistent input. It will determine the outcome of your product and the successful completion of Program One.

### **Program Two: Sample Production**

Items to be completed in Program Two:

- Procuring fabric and findings for duplicate samples (these should be ordered from your suppliers that were sourced in program one)
- Projected yields for production
- Final costing for production of product
- Coordination and management of sample duplicates for sales representatives which may include:
  - Cutting
  - Sewing
  - Embellishing
  - Trimming
  - Pressing
  - Shipping

Fewer than 15 sample duplicates per style/fabric is considered sample production and will be billed as such. Quantities of 15 or more are considered production and will be charged at a lower rate than sample production. Before production of any kind can commence, the manufacturer must approve the bid.

To start Program Two, a manufacturer must provide the following:

- An initial prototype sewn from a correctly marked and sized pattern~ if the initial prototype and pattern were created by another company or individual, it must be approved for commercial grade by Left in stitches
- Accurate yields for sample production~ This is to be agreed upon by the manufacturer and Left in stitches based on the sample duplicates needed by the manufacturer to successfully take to market or submit to a sales representative
- Any information needed for ordering or receiving fabric and findings in a timely manner
- A timeline that reflects any deadlines the manufacturer may need to meet (i.e.: a deadline to ship samples to a sales rep for a show)
- A 50% deposit on labor and 100% on materials if not already being supplied by the manufacturer

At this stage, it is critical to anticipate lead times on raw materials, especially if the suppliers are in another country. When creating a timeline for sample production a manufacturer must have an accurate knowledge of lead times for fabric and findings delivery. Left in stitches can work with manufacturers to establish a timeline that is reasonable. Some good things to note about a supplier before a manufacturer buys from them are:

- Do they have a customer friendly shipping policy and do they guarantee it?
- What happens if the supplier is late with an order and causes a manufacture to miss an important deadline? Do they have a way of compensating any financial losses due to a severe delay or non-delivery?

### **Program Three: Pre-Production Management and Preparation**

Items to be completed in Program Three:

- Finalize production pattern
- Order production fabric and findings based on orders received and planned overages
- Testing of fabrics for shrinkage, bleeding, fading and pattern adjustments
- Finalize product specs and size specs
- Grading the pattern into sizes
- Testing graded patterns
- Making Production marker (figuring the best layout on the uncut fabric to determine the highest yield)
- Preparation of cut tickets/production order

While most manufacturers decide to accumulate orders and produce enough product to fill the orders with an estimated overrun, some manufacturers prefer to carry inventory

and produce a set number of pieces per run. Left in stitches can work either way depending on the needs of a manufacturer.

To start Program Three, a manufacturer must provide the following:

- Yields and costing of product, usually completed in Program Two, but if completed by another business or individual it will need to be reviewed and approved by Left in stitches
- Manufacturer's final approval of product
- An accurate timeline reflecting important deadlines
- A 50% deposit on labor and 100% deposit on materials if not being supplied by the manufacturer

For the final approval of a product the manufacturer will need to sign a product approval form that will be attached to the Program Three contract. For established clients with ongoing production needs a labor deposit may not be required, however, it is subject to a payment history review.

#### **Program Four: Production Management**

Items to be completed in Program Four:

- Produce a "sew-by" for approval of production run
- Inspect production fabrics and findings for flaws or irregularities
- Production coordination which may include:
  - Cutting
  - Sewing
  - Finishing (dyeing, washing, embellishing, buttons, buttonholes, etc)
  - Inspecting finished products
  - Pressing, Tagging, Bagging, Boxing
  - Shipping

To start Program Four, a manufacturer must provide the following:

- All steps from Program Three
- Product and documentation of all work done to this point if it was done by another company. If all the programs were completed with Left in stitches, this is not necessary
- Final approved "sew-by" and pattern for production; again, this is not necessary if the previous steps were (are) done by Left in stitches
- A timeline reflecting any deadlines the manufacturer may have
- A 50% deposit on labor and 100% deposit on materials if not being provided by manufacturer
- Balance due upon completion of production

As with the previous program, established clients of left in stitches with ongoing production will be billed monthly for services and/or materials. The repayment period will always be ten days (or net ten).

**Notes Regarding All Programs:**

All the programs offered by Left in stitches are meant to be general outlines of what a manufacturer's project may need. Because each manufacturer comes to us with a very unique set of circumstances, each of the programs must be flexible to accommodate. Below is a general fee schedule of all the services we offer. A manufacturer may require more or less depending on their project needs. It is up to the discretion of Left in stitches to determine the project need for a manufacturer. While we will perform certain services against our own advice, it does require detailed documentation as to reason, and a signed disclaimer releasing Left in stitches from any liability direct or implied. The fee schedule is as follows:

Product Design and Development.....	\$60.00/hour
Pattern Work.....	\$45.00/hour
Design Time.....	\$45.00/hour
Fabric Sourcing.....	\$45.00/hour
Cutting.....	\$45.00/hour
Sample Sewing.....	\$45.00/hour
Embroidery and Handwork.....	\$18.00/hour
Test graded sizes.....	\$35.00/hour
Fabric Ordering.....	\$40.00/hour
Pre-Production price per hour.....	\$25.00
Production price per hour.....	\$25.00
Cutting and Sewing	