TRIM COLOR APPROVAL

STANDARD OPERATING PROCEDURE (SOP)

Revision Date: February 23, 2022

J.CREW TEAM
J.CREW GROUP, LLC.

STANDARD OPERATING PROCEDURE (SOP)
TRIM COLOR APPROVAL SOP

SOP #: 002

Date Issued: 12/2/2019

Issued By: Trim Department

OBJECTIVE: The purpose of this SOP is to outline the approval process of color for Sew Thread, Lining, Soft trims, Zippers, Knit rib, Hard Trims

SCOPE: All J.Crew Retail and Factory, Crewcuts, and Madewell divisions **(for Bulk Production only)** -Details in appendix 2

STANDARD OPERATING PROCEDURE (SOP) STEPS:

1. **Direction of Color:** Colors could be specified either by listing a color code from our nominated suppliers color cards or by the design team listing "dtm" (dye to match) in the BOM (Bill of Materials).

2. **Nominated Color Code Specified:** If a color code is specified, there is no need to send for color approval, the garment vendor should follow what has been listed in the BOM.

3. **Solid Color "dtm" (including contrast colors):** If "dtm" color is listed in the BOM; this means it is up to the garment vendor to supply the necessary fabric to the nominated supplier so they can proceed with lab dips. If the fabric ground is solid, it should be matched to the body color.

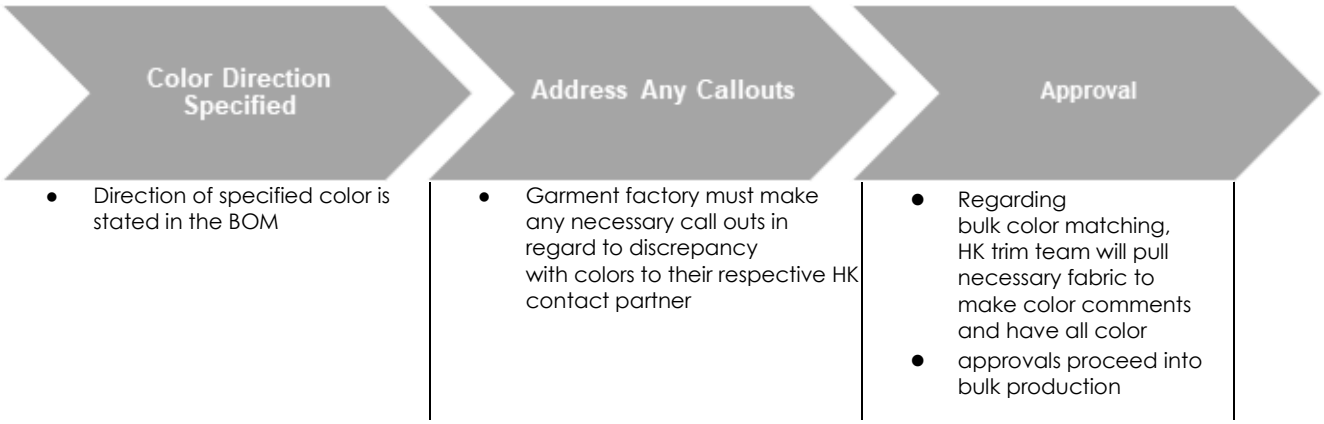
4. ***Thread Only*** **Solid Color (including contrast colors):** If "dtm" is listed in the BOM, this means it is up to the garment vendor to match to a nominated thread supplier color card. This does not mean they need to develop a custom color match to the thread; it means they should match to the fabric color using existing developed thread colors. If the fabric ground is solid, it should be matched to the body color.

5. **Solid Color "pantone/sophi" (including contrast colors):** If a pantone/sophi color is listed in the BOM; our nominated supplier will coordinate ordering the standard and proceed with lab dips for approval.

6. **Prints:** If the fabric is a print with many colors, or heathered material, the below should be specified on the BOM by the design team:

    a. A color choice from the nominated suppliers color card
    b. What color in the print to match to

APPROVAL PROCESS:



Please reach out to your J. Crew Group contact to confirm your color contact

APPENDIX 1: Contact Details for J.Crew Trim Team

HK Team Details

Address: Room 2607-10, One Harbourfront,
18-22 Tak Fung Street, Hung Hom, Kowloon, Hong Kong.
Phone: +852 2186 3167

1. Daniel Au, Raw Material Director: Daniel.Au@jcrew.com
2. Iris Yip, Trim Manager: Iris.Yip@jcrew.com

NY Team Details

Address: 225 Liberty, Floor 21 New York, NY 10281
Phone: 212-209-8242

1. Amy Lee, Sr. Director of J.Crew/Madewell Testing & Trim: Amy.Lee@jcrew.com

2. Irene Perdomo, Manager of J.Crew Women's Retail/Factory Trim: Irene.Perdomo@jcrew.com

3. Samantha Russ, Manager of Labels and Packaging for J. Crew/Madewell: Samantha.russ@jcrew.com

4. Melissa Sportello, Sr. Associate of J.Crew Men's/Crewcuts Retail & Factory Trim: Melissa.Sportello@jcrew.com

5. Amy Sin, Sr. Associate of Madewell Trim for all categories: Amy.Sin@madewell.com

APPENDIX 3: Trim Submission Guideline

Thread from HK managed vendors- Please now send to J. Crew HK office

Hard Trim Includes- Polyester Buttons, Nylon Hardware, Enamel Hardware

Soft Trim Includes- Tapes, Grosgrains, Lace, Elastic, Draw cords etc.

Novelty Trim Includes- Trims with a combination of colors, embellishments, patches, any trim that will require design's approval

Solid Trims from HK managed vendors- Please now send to J. Crew HK office

Novel Trims/Hard Trims- Please continue sending to J. Crew New York office

Trim Approval for Color during Development Stage- Please continue to send to the J. Crew New York office, Trim suppliers will need to send a copy to the HK office if it is being used by HK managed vendors.

APPENDIX 4: Trim Approval Submit Form

Please find on jcrewimports.com/Vendor Standards section/Trim Guidelines/Factory Sourced Trim Submit