

SAMPLE APPROVAL PROCEDURE & SPECIFICATIONS

SAMPLE APPROVAL PROCEDURE

The manufacturer must submit two initial samples in the core / base size as specified below:

Women's wear	Woven fabric	Size 10
	Knit fabric	Size S
Menswear	Top	Size M
	Bottom	Size 34
Children's wear	Girls	Size 10
	Boys	Size 10
	Junior	Size 4
	Toddlers	Size 1
	Babies	Size 0

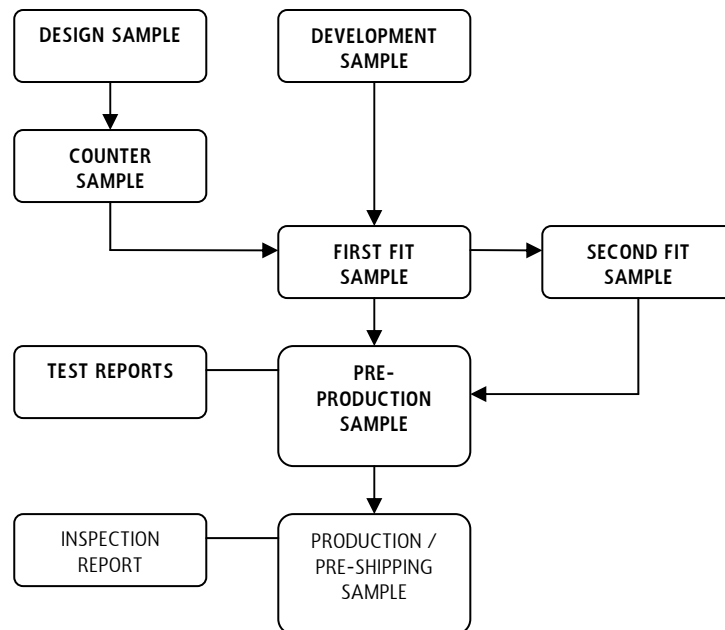
Sample Submission Procedure

When submitting a sample, supplier must ensure a Sample Detail Card to be attached onto the left underarm for tops and left side seam under waist band for bottoms.

The card MUST have the following information:

- Supplier / factory name
- Harris Scarfe style number
- Size
- Description
- Sample approval status (eg: 1st fit, PP, Advertising, etc.)
- Garment size
- Fabric details
 - Yarn count
 - Construction
 - Fibre content
 - Fabric weight
 - and any finishes
- Production country
- Colour
- Comments
- Name / signature of supplier's QA technician / Merchandiser

All relevant sections on Sample Detail Card MUST be filled in and signed off by supplier's QA technician and / or supplier's Merchandiser.



Design sample -

Approve styling and fit. MUST follow all directions given on Counter Spec or by Buyer for Development sample. Acceptance number of samples prior production approval will be 2 (max)

Counter sample -

Spec sheet showing both original sample measurements and required sample measurements will be supplied by Harris Scarfe QA department. MUST measure to required spec and to be marked as 1st fit sample

Development sample -

Sample submitted from supplier without having a counter spec issued. Buyer will give instructions. Basic block spec measurements will be given by Harris Scarfe Buyer or QA technician. Samples do not measure to required basic specs are not acceptable

First fit sample -

MUST meet the following requirements:

- Correct styling
- Correct fabric content, handle and weight
- Measurements to be to required spec as supplied
- Correct accessories (different colours are acceptable - BUT must be correct type, brand, length, size and quality)
- Correct Garment Approval Form (GAF) to be filled in all relevant sections
- Must be signed off as correct by supplier's QA technician

Second fit sample -

MUST be as per spec requirements and be accompanied by the supplier's comments. Incorrect second samples are unacceptable

Pre-Production sample –

MUST meet the following requirements:

- Correct styling
- Correct bulk fabric
- Correct all accessories
- Correct required measurements
- Correct beading / embroidery
- Correct wash / hand-feel

Relevant sections on GAF sheet must be filled out and signed off as correct by supplier's QA technician

Advertising samples –

To be forwarded upon Buyer's request for advertising

- Correct styling
- Correct bulk fabrics
- All colour-ways as per order
- Correct accessories
- Correct beading / embroidery
- Correct wash / hand-feel
- Correct required measurements
(Can be incorrect fit measurements of PP sample has yet been approved for production)

Fabric / Trim test reports –

Testing is to be completed according to Harris Scarfe Standards and submitted at Pre-Production sample stage with cover sheet advising test results to Harris Scarfe QA department for approval.

Supplier MUST take immediate and urgent action to improve fabric quality when a test fails. MUST advise Harris Scarfe QA department and Buyer if this may result in delayed delivery

Fully graded size spec –

To be issued when fit has been approved. Correct graded spec with appropriate Harris Scarfe grade rule MUST be approved and signed off by supplier QA technician and submitted to Harris Scarfe QA department for reference

Production / Pre-shipping sample

MUST arrive at Harris Scarfe buying office no later than 48 hours prior leaving factory. MUST be accompanied by correct Inspection Report, supplier measurement sheet with ALL measurement points as per graded spec and signed off as correct by supplier QA technician and / or Production Manager

Inspection report –

Correct relevant sections to be filled in and submitted with production / pre-shipping sample. Highlight area, which have not passed inspection and advise a plan of action to correct the problems. Advise any areas have failed inspection and can not be correct for Harris Scarfe QA technician and Buyer to make a commercial decision (reject or accept)

MANUFACTURING AND WORKMANSHIP

Quality Assurance Technician must follow these key points when checking samples and bulk production

Fabric

- No fabric defects or shading are allowed in a garment
- Nap fabrications must be cut so the nap on all parts of one garment runs in the same direction

Seams

- All seams and facings must be over-locked or otherwise neaten
- Over-lock stitch density must give adequate cover
- Seam type
 - WOVEN FABRICS
 - Open seam – lock stitched and pressed open with each edge over-locked separately
 - Closed seam – lock stitched then edges over-lock together
 - KNITTED FABRICS must be over-locked together
 - Note for knits, chain stitch and not lock stitch is to be used
- Seam Allowance
 - Minimum seam allowance for
 - Pressed open seams is 1cm
 - Closed seams is 7mm
 - Concealed seams (waistband, yoke etc.) is 1cm
 - Knitted fabrics is 5mm

A wider seam allowance is required on loosely woven or knitted fabrics

- Minimum stitch density
 - Woven fabrics: 10-12 stitches per 2.5cm
 - Knitted fabrics: 12-14 stitches per 2.5cm
- On “loosely” woven fabrics eg: Indian types 12-14 stitches per 2.5cm
- Seam tension must be compatible to the weight of fabric to prevent seam pucker
 - Seam construction must be compatible with fabric strength and stretch without cracking
 - Needle damage on knitted fabrics is not acceptable or any damage to fabric during manufacturing
 - Puckering and grinning of seams must be avoided
 - Shoulder seams must be taped with jelly tape or reinforced in knitted fabrics

All ends of seams must be locked and secured

Needle type – Suitable needle must be used to the base fabric. (eg: ball point needle for knits to avoid fabric damage)

Top Stitching

- Parallel lines of stitching must be equidistant
- Overlap and mending in top stitching are not acceptable
- Overruns or stitches must not be in the front of the garment when worn

- On sheer fabrics and loosely woven fabrics (silk, viscose and polynosic) the armhole should be topstitched around

Sewing thread

Threads must be compatible with the cloth and linings in the following respects:

- Breaking strength and elasticity
- Shrink resistance
- Heat resistance
- Colourfastness
- Monofilament thread must not be used eg: nylon fishing line – including labels
- All threads to be colour matched to the base fabric. In prints the thread colour should match the predominant colour. Otherwise, stated in the specification
- All raw edges must be clean finished
- Minimum seam allowance is 3/8” for joining seam, 1/4” for setting collars, facing, etc.
- Ends must be back-tacked and all threads trimmed and removed
- Stay tapes is required on all seams where excessive stretching may occur during construction or pressing (eg: knits, loosely woven fabrics, shoulder seams, etc.)
- All seams must be flat and smooth. Puckered, twisted or pleated seams are not acceptable

Interlinings

- Generally used on collars, cuffs front / back neck facings, plackets, lapels and areas requiring a stable finish
- Quality must be compatible with the body fabric in terms of weight, shrinkage and method of cleaning. The colour of the interlining must not change the appearance of the base fabric. Use white for light, grey for medium and black for dark colours
- All interlinings must be carefully selected and applied ensuring they are compatible with the base fabric and must fulfil all the requirements of the specific care label without distortion or delamination
- The interlinings must be securely attached to base fabric

Linings

- All linings must be neatened
- Minimum seam allowance is 7mm
- Minimum stitch density 10-12 stitches per 2.5cm

Facings

- Must be deep enough to prevent rolling out and showing on front side
- Edge facings must be finished in any unlined garment
 - Top stitch with clean finish (rolled hem)
 - 1.2cm over-lock (when appropriate)

Shoulder pads

- Two main types of shoulder pads can be used, either:
 - Square / straight / “D” shape – used for most set-in sleeves and regular armhole shapes or

- Rounded / “tear drop” shape – used for raglan sleeve, sleeves cut in one with the body of the garment, dropped shoulder styles, loose fitting styles
- Shoulder pads must be covered in self fabric unless there is a risk of pattern showing through the right side of the top. In such cases shoulder pads must be covered with dyed to match body fabric
- Shoulder pads must be securely attached using 7mm float tacks. Attachment must be free pulling or pleating
- When detachable shoulder pads are requested, the quality of the Velcro must be compatible with the body fabric
- Type, size and placement must be as specified in the specification
- Foam pads are not acceptable

Zippers

- Must be correct length, colour, weight and quality depending on style
- Must be first quality, operate smoothly and lock when closed
- Must be dyed to match body ground unless otherwise stated in the specification
- Neckline edge / join seam must be even and not be stretched or distorted
- Where applicable, top of zipper must be sandwiched between collars
- Zipper setting must be flat. Front edge / join seam must be woven and not be stretched or distorted
- Zipper and slide must be concealed when closed unless otherwise stated in the specification
- Pin lock type zippers are not acceptable
- Metal zips must be rust proof
- Zippers must comply with AS2332-1980
- YKK zippers only – unless otherwise approved by HS

Buttons

- Colour, size and type of button should match the details on the specification sheet
- Buttons should be aligned to buttonhole to avoid gaping or twisting
- One spare button of each size and type used must be supplied, in the spare button bag and attached together with price ticket onto the main label, otherwise stated in the specification
- Buttons not to be loose and hanging

Buttonholes

- Buttonhole size must be appropriate to button size
- Buttonhole threads are to be matched with fabric, otherwise specified
- Buttonholes must be cleanly cut through
- Stitch density should be sufficient to ensure full edge cover without fraying or loose thread ends
- Stitching to be firmly secured at each end
- Two thread machines are recommended
- Must be correctly positioned so that buttons do not drag and

there is no possibility of becoming unfastened

- To be vertically positioned on all styles, except for the collar and cuff fastenings, otherwise specified
- The wrap and distance between the buttonholes must be sufficient to prevent gaping
- Buttonholes to be horizontal on necks and waist and all other buttonholes to be vertical

Darts

- Matching darts must have identical size, shape and angle
- Dimples or bubbles should not be seen at dart point
- Threads to be neatly trimmed

Collars

- Top collars must have sufficient ease to allow collar to roll correctly
- Top collars must be securely stitched to the under collar and must overlap the neck seam when turned down.
- Collars must be centrally positioned at the back neck
- Under collar must not be visible at collar edges
- Collar must be correctly balanced with points aligned and uniform
- Seam allowances should be trimmed to eliminate excess bulk and ensure a smooth finish at the collar point
- To be interfaced where applicable

Lapels

- Must be symmetrical
- Must be even and the same shape all round
- Corners must roll under
- Lapel must sit flat to body and must not gape

Neckline

- Neckline edge, binding or rib can not be puckered, stretched or distorted
- Crew / jewel neck openings must extend to minimum specification requirements without breaking stitches

Elastic and rib trim

- Quality must be compatible with the body fabric in terms of shrinkage and method of cleaning
- Minimum extension is to the fullest width of the garment top which elastic is set, but garments should not be distorted when extending elastic
- Tunnel elastic must be stitched or tacked to prevent rolling or twisting
- Rib / elasticized cuffs / bands must extend to the fullest width of fabric at cuff / band join seam
- Elastic must have 100% stretch and recovery

Shirring / smocking / gathers

- Fullness must be evenly distributed
- Thread or elasticized smock stitching must have even tension. Broken or distorted stitching is considered a major defect

- Seams to ensure elasticized smock is secure

Applied trims (appliqués, embroidery, lace, bows, etc.)

- Applied trims must be colourfast to laundering and the care instruction must be the same as the garment
- Embroidery, braid and appliqué stitching must have even tension with no broken stitches. Cut-out design must have completely finished edges with no “removable” backing visible

Metal fasteners

- All studs and fasteners should be smooth edged with no sharp point and rust proof
- Fasteners should be firmly attached to the layers of fabric with no puckers and damages
- Testing must be conducted on children’s garments and inline with safety standards

Waistband

- Band must be flat and smooth without pucker, twist or distorted
- Width must be uniform throughout, unless styling dictates otherwise
- All raw edges must be finished or concealed
- Waistband with opening must finish level at top edge and be correctly aligned at waistband joining seam when closed. When closed waistband must be flat. Pulling or bubbling is not acceptable
- Elasticized waistband must extend to its fullest width of the garment. Elastic must be sewn or tacked to the band to prevent rolling or twisting
- Elasticized waist must comfortably pull over hips without broken stitches and then fully recover to original relaxed state

Rise seams

- Seams must be smooth. Puckering or pulling of seams is not acceptable
- Stress points of rise seam must be strengthened with a bar-tack on inside seam stitching

Fly

- Must lie flat and smooth with no puckers or distortion
- Facing of two piece fly must not be exposed beyond front edge of fly
- All raw edges must be finished or concealed
- Strain of fly opening must not be on zipper, stress points at base of fly should be bar-tacked in two places

Pleats / gathers / tucks

- Fullness must be evenly distributed and drape uniformly
- Pleats / tucks spacing and depth must be uniform
- Partially stitched pleats / tucks must be uniform in length
- Stitched pleats / tucks must be smooth without puckering or waving. Ends must be back sewn and threads trimmed
- Skirt pleats must hang vertically and must be pressed according to garment style

- Pant pleats must hang vertically with pleated edge hard pressed from bottom of leg opening to top of pleats, unless otherwise stated in specification

Pockets

- Must be correctly positioned
- Functional pockets openings must be large enough for hand to be inserted
- Pocket bags must be sewn with all edges finished
- Pocket linings must not extend below hem
- Must be flat and without pulling, twisting or rolling
- All pockets must be firmly reinforced at the corners
- All pockets openings on knitted fabrics must be able to stretch without thread breakage
- When a garment has two pockets, the pockets have to be aligned and balanced
- Pocket fabrics must be suitable in weight and strength to shell fabrics

Hems

- Must be even with no edged, unless specified and stitched all around
- Must be smooth and flat with no pulling, ripples, puckers or pleats
- Hems must be flat without twisting, even in depth and align at each seam
- Hem ends at the front or back opening must be reversed stitched or otherwise secured eg: back tack
- Skirt hemline must be parallel to floor during wear unless garment design dictates uneven hemline
- Topstitched hems should be evenly stitched
- Blind stitching when used must not be visible on the cloth face and must not be loose so that you can pull at the hem, break the stitching or unravel hem stitching
- Hems in woven or open knit fabric must be over-locked or otherwise neaten
- Hem finish must be appropriate for garment fabric and design

Cuffed leg opening

- Must be smooth without pucker, twist or distortion
- All seams must be finished and raw edges concealed
- Rib / elasticized cuffs must extend to the fullest width of fabric at cuff join seam. There is no tolerance for stitch breakage or restriction of the garment when extending elastic
- Tunnel elastic setting must be stitched or tacked to prevent rolling or twisting
- Rib / elastic quality must be compatible with the body fabric in terms of shrinkage and method of cleaning

Knitwear necklines

- All linking chains and over-locking must be securely locked off to prevent unravelling
- Neck must reach required stretch neck measurement without cracking or unravelling

Knitwear cuffs & bands

- Cuff must extend in stretch to hand width and recovered to original measurement and fit snugly at the wrist
- Band must stretch with ease over the body without the stitching cracking and must recover to spec measurement when on the body

Placement prints (including puff, transfer and plastisol prints)

- All garments with placement printing will use a care instruction stating “iron on reverse side”
- All prints will follow specification for exact placement

General

- Garments shall be free from
 - Soils or stains
 - Holes and fabric faults
 - Needle damage
 - Processing faults
- Shade variation between panels and accessories
- All materials and accessories must be compatible with each other and perform in accordance with the garment care label instructions
- All garments must be cleanly sewn and pressed. Care must be taken to avoid glazing, shiny marks from over pressing or pressing with too much heat
- Vents must be strengthened at stress points
- When front facings are used they should be tacked to the shoulder seam
- When a back neck facing is required it must be of adequate length and width to be completely covered by the full neck opening
- Elasticized waistbands must stretch, at the minimum to the body hip measurement
- When hanger loops are required they must be attached at each side seam, projecting a maximum of 5cm above the waistband
- Head openings must meet minimum measurements at all times.

Sizing

- All garments should measure to specification. Tolerances have to be within the acceptable levels
- For all styles a full size set, otherwise will be advised by QA department, with size specification sheet must be provided prior to shipment of samples to the relevant department
- If the size set is out of tolerance Harris Scarfe will address the consequence on an individual case by case. Harris Scarfe reserves the right to cancel any style that is out of tolerance as provided in this manual

**CRITICAL DIMENSION
TOLERANCE FOR
MANUFACTURERS AND
SUPPLIERS**

Jeans / Shorts / Pants

All measurements are full measurements unless otherwise specified

The tolerance will vary depending on fabric and styling

MEASUREMENTS		TOLERANCE	
		Centimetres	Inches
	Waist circumference	+/- 2	+/- 3/4
	Waist (with elastic)	+/- 2	+/- 3/4
	Hip circ (9cm from crotch - straight across)	+/- 2	+/- 3/4
	Front rise (include waistband)	+/- 1	+/- 3/8
	Back rise (include waistband)	+/- 1	+/- 3/8
	Thigh (crotch junction and across)	+/- 1	+/- 3/8
	Knee (35cm from crotch)	+/- 1	+/- 3/8
	Leg opening	+/- 1	+/- 3/8
	Inseam	+/- 1	+/- 3/8
	Outleg	+/- 1	+/- 3/8
	Zipper	+/- 0.5	+/- 1/4

Skirts

MEASUREMENTS		TOLERANCE	
		Centimetres	Inches
	Waist circumference	+/- 2	+/- 3/4
	Waist (with elastic)	+/- 2	+/- 3/4
	Front length (below the waistband)	+/- 1	+/- 3/8
	Hip circumference	+/- 2	+/- 3/4
	Hem circumference	+/- 2	+/- 3/4
	Zipper	+/- 0.5	+/- 1/4

Dress

MEASUREMENTS		TOLERANCE	
		Centimetres	Inches
	Bust / Chest circumference (2.5cm down from underarm)	+/- 2	+/- 3/4
	Shoulder breadth	+/- 1	+/- 3/8
	Hem circumference	+/- 2	+/- 3/4
	Front length (from neck edge)	+/- 1	+/- 3/8
	Armhole circumference (along the stitching line)	+/- 1	+/- 3/8
	Sleeve length (from cervical)	+/- 1	+/- 3/8
	Sleeve length (from shoulder point)	+/- 1	+/- 3/8
	Cuff / sleeve opening (circumference)	+/- 1	+/- 3/8
	Front neck drop to top edge	0	0
	Neck width edge to edge	+/- 0.5	+/- 1/4
	Length from neck edge	+/- 1	+/- 3/8
	Back neck drop to top edge	0	0
	Waist length from neck edge	+/- 1	+/- 3/8

Shirts

MEASUREMENTS		TOLERANCE	
		Centimetres	Inches
	Bust / Chest circumference (2.5cm down from underarm)	+/- 2	+/- 3/4
	Shoulder breadth	+/- 1	+/- 3/8
	Hem circumference	+/- 2	+/- 3/4
	Front length (from neck edge)	+/- 1	+/- 3/8
	Armhole (circumference along stitching line)	+/- 1	+/- 3/8
	Sleeve length (from cervical)	+/- 1	+/- 3/8
	Sleeve length (from shoulder point)	+/- 1	+/- 3/8
	Cuff / sleeve opening (circumference)	+/- 1	+/- 3/8
	Front neck drop	0	0
	Neck width	+/- 0.5	+/- 1/4

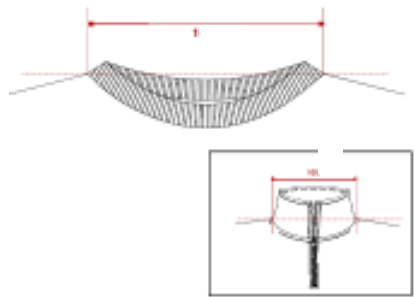
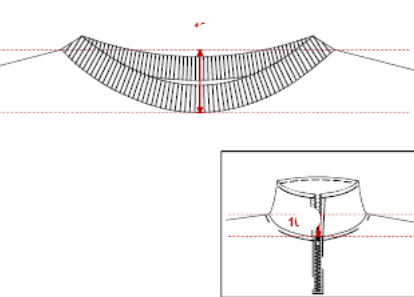
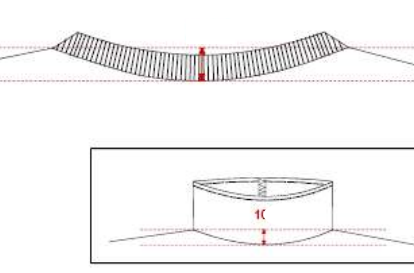
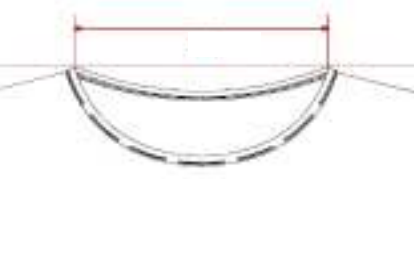
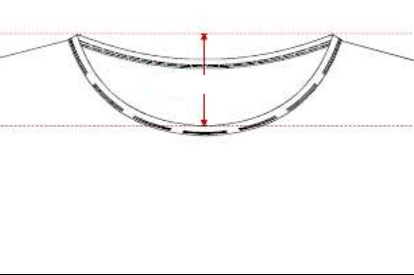

Knit tops / Jumpers / Sweatshirts / T-shirts

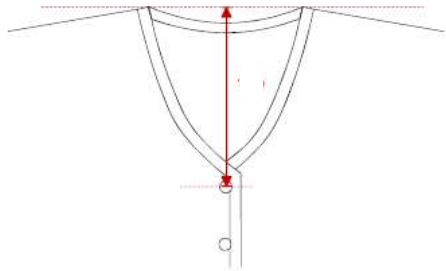
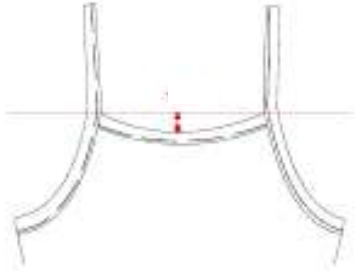
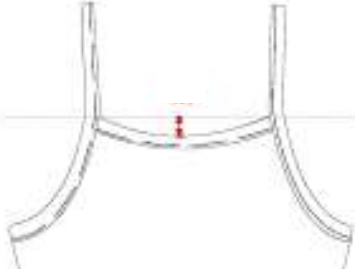
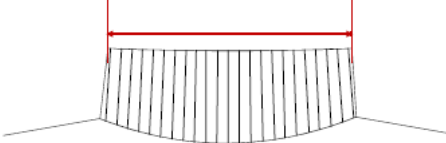
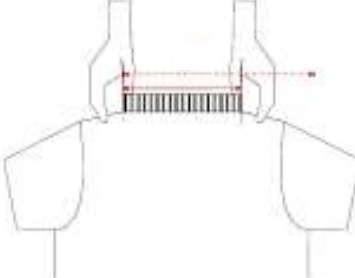
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		Centimetres	Inches
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	Shoulder breadth	+/- 1	+/- 3/8
	Hem circumference	+/- 2	+/- 3/4
	Front length (from neck edge)	+/- 1	+/- 3/8
	Armhole (circumference along stitching line)	+/- 1	+/- 3/8
	Sleeve length (from cervical)	+/- 1	+/- 3/8
	Sleeve length (from shoulder point)	+/- 1	+/- 3/8
	Cuff / sleeve opening (circumference)	+/- 1	+/- 3/8
	Front neck drop	0	0

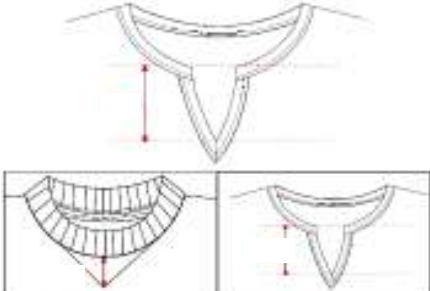
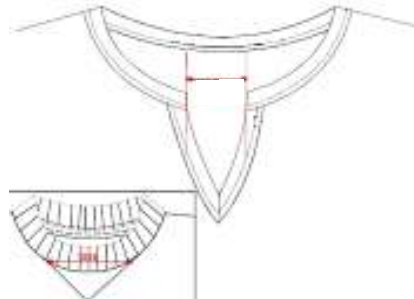
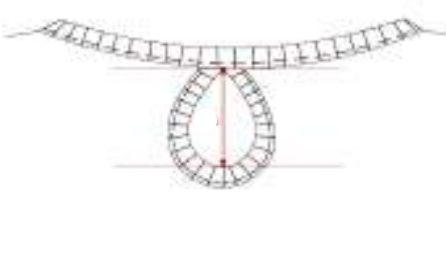
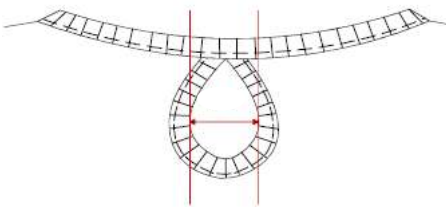
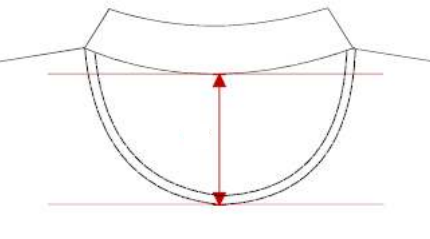
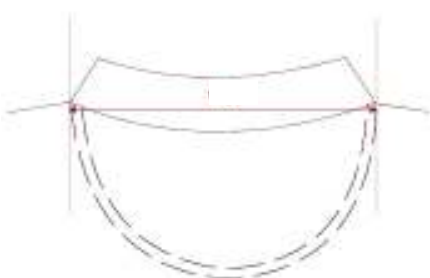
MEASURING METHODS


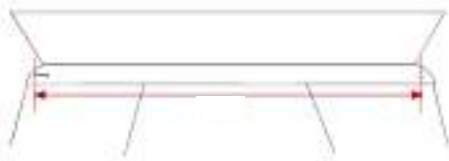
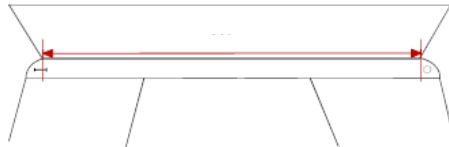
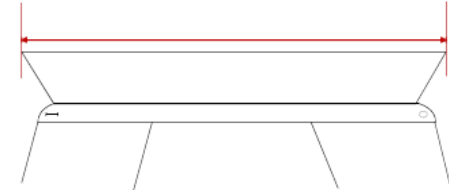

- All measurements are to be taken with a measuring tape
- All measurements are to be taken in the metric system and expressed in centimetres (cm)
- All measurements are to be taken with garment laid on a flat surface as crease free as possible
- All garments are to be measured front side up, unless otherwise stated in the specification sheet
- All measurements are to be taken with the buttons and / or zippers fully closed and the pleats fully closed unless otherwise specified
- All measurements assume side seams are at the side of the garment i.e. front and back are equal widths
- The garment measuring position diagrams are to be used in conjunction with the descriptions for better understanding

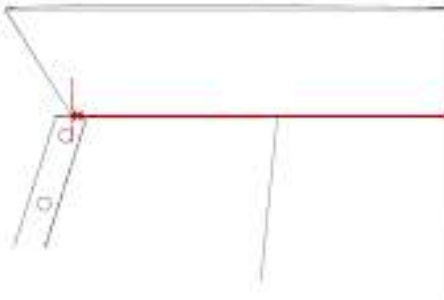
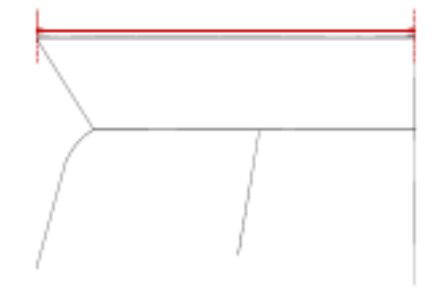
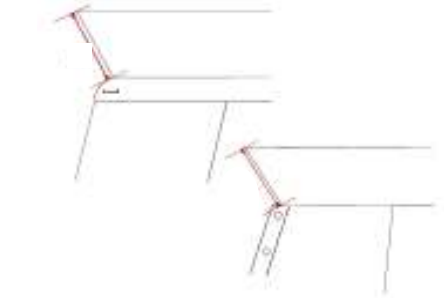

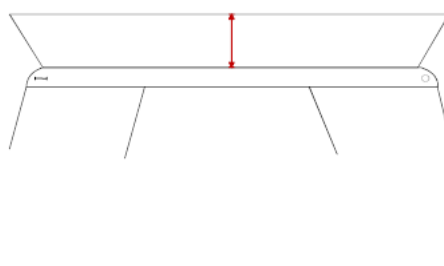
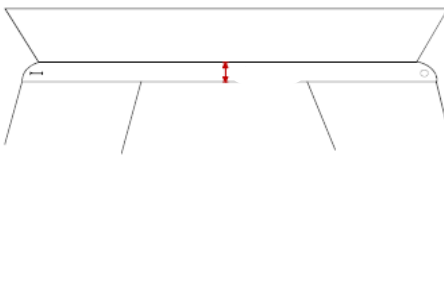
MEASURE GUIDE

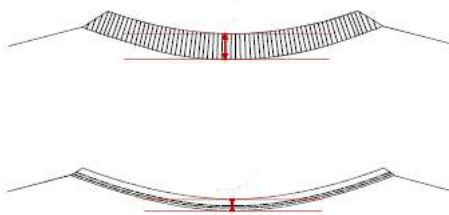
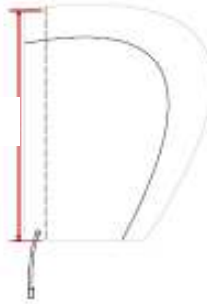
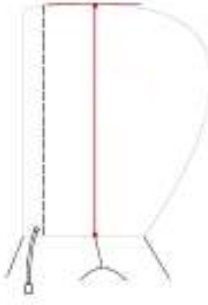

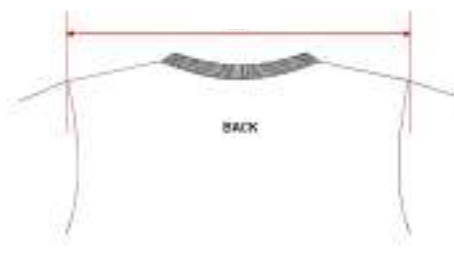
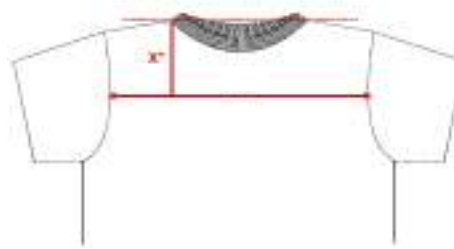
<p><u>Neck width – seam to seam</u></p> <p>Lay garment flat in front facing you. Measure straight across neck opening at HSP, from seam to seam</p>	
<p><u>Front neck drop – seam to seam</u></p> <p>Lay garment flat with front facing you. Measure straight down at CF from imaginary line at HSP to neck seam</p>	
<p><u>Back neck drop – seam to seam</u></p> <p>Lay garment flat with back facing you. Measure straight down at CB from imaginary line at HSP to neck seam</p>	
<p><u>Neck width – edge to edge</u></p> <p>Lay garment flat with front facing you. Measure straight across neck opening at HSP, from edge to edge</p>	
<p><u>Front neck drop – edge to edge</u></p> <p>Lay garment flat with front facing you. Measure straight down at CF from imaginary line at HSP to edge</p>	
<p><u>Back neck drop – edge to edge</u></p> <p>Lay garment flat with back facing you. Measure straight down at CB from imaginary line at HSP to edge</p>	

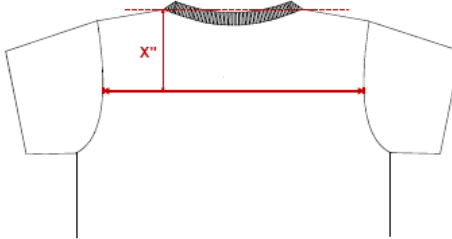


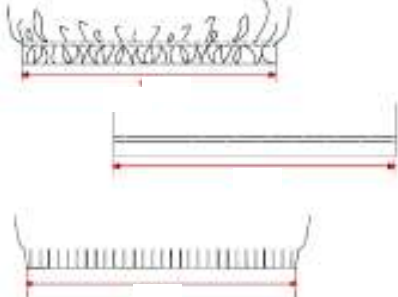
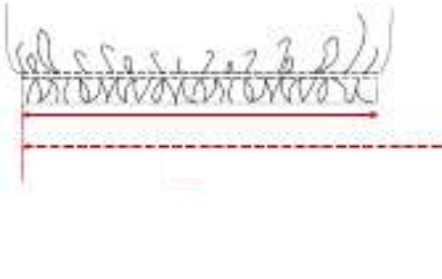
<p><u>Front neck drop – to centre of 1st button</u></p> <p>Lay garment flat with front facing you. Measure straight down at CF from imaginary line at HSP to centre of 1st button</p>	
<p><u>Front neck drop - camisole</u></p> <p>Lay garment flat with front facing you. Measure straight down at CF from imaginary line @ the peak to top neck edge</p>	
<p><u>Back neck drop – camisole</u></p> <p>Lay garment flat with back facing you. Measure straight down at CB from imaginary line at the peak to back neck edge</p>	
<p><u>Neck width at top edge</u></p> <p>Align front and back neck at top edge. Measure straight across from edge to edge of neck trim</p>	
<p><u>Minimum head stretch</u></p> <p>Extend neckline to maximum width without breaking stitches and measure from inside edge to inside edge. Open placket or keyhole opening if present</p>	

<p><u>Front notch height</u></p> <p>Lay garment flat with front facing you. Measure straight down at CF from neck seam or imaginary line at edge of neckline to top edge to notch</p>	
<p><u>Front notch width</u></p> <p>Lay garment flat with front facing you. Measure straight across from edge to edge or seam to seam</p>	
<p><u>Keyhole height</u></p> <p>Lay garment flat with keyhole facing you. Measure straight down from edge to edge of keyhole opening</p>	
<p><u>Keyhole width</u></p> <p>Lay garment flat with keyhole facing you. Measure straight across from edge to edge of keyhole opening</p>	
<p><u>Back neck facing height</u></p> <p>Lay garment flat with back facing you. Measure straight down at CB from neckline seam to bottom stitch-line</p>	
<p><u>Back neck facing width</u></p> <p>Lay garment flat with back facing you. Measure straight across from stitch-line to stitch-line at widest point</p>	

<p><u>Front neck facing width</u></p> <p>Lay garment flat with front facing you. Measure straight from edge to seam of facing</p>	
<p><u>Collar stand opening - button to buttonhole</u></p> <p>Lay collar flat. Measure straight from centre of button to outer edge of buttonhole opening</p>	
<p><u>Collar length @ collar stand seam - open</u></p> <p>Lay collar flat. Measure along collar seam from edge to edge</p>	
<p><u>Collar length at top edge - open</u></p> <p>Lay collar flat. Measure along top edge of collar from point to point</p>	
<p><u>Collar stand length at neck seam</u></p> <p>Lay collar flat. Measure along collar neckline seam from edge to edge</p>	

<p><u>Collar length at neck seam – folded</u></p> <p>Align left & right edges of collar. Measure along collar neckline seam from edge to fold</p>	
<p><u>Collar length at top edge – folded</u></p> <p>Align left & right edges of collar. Measure along top edge of collar from point to fold</p>	
<p><u>Collar peak length</u></p> <p>Measure straight from point of collar to neck seam</p>	
<p><u>Lapel point length</u></p> <p>Lay garment flat with lapel folded. Measure straight from edge where collar and lapel join to lapel point</p>	
<p><u>Collar height at CB</u></p> <p>Measure straight down from top edge of collar to collar stand / neckline seam at CB</p>	
<p><u>Collar stand height at CB</u></p> <p>Measure straight down from collar stand seam to neckline seam to CB</p>	

<p><u>Neck trim height at CB</u></p> <p>Measure straight down from edge to seam at CB</p>	
<p><u>Hood opening - relaxed</u></p> <p>Align neck seam and front edges of the hood. Measure along opening from neck seam to fold</p>	
<p><u>Hood height - HSP</u></p> <p>Align neck joining seam and front edges of the hood. Measure straight from neck point at shoulder seam to top edge</p>	
<p><u>Hood width</u></p> <p>Align neck joining seam and front edges of the hood. Measure along opening from edge to edge at widest point</p>	
<p><u>Shoulder breadth</u></p> <p>Lay garment flat with front facing you. Measure straight across from seam to seam. For sleeveless garments measure straight across from edge to edge</p>	
<p><u>Across front - X cm from HSP</u></p> <p>Lay garment flat with front facing you. Measure straight across from armhole seam to armhole seam as specified down from HSP</p>	

<p><u>Across back – X cm from HSP</u></p> <p>Lay garment flat with back facing you. Measure straight across from armhole seam to armhole seam as specified down from HSP</p>	
<p><u>Bust / Chest circumference 2.5cm below underarm</u></p> <p>Lay garment flat with front facing you. Measure straight across from edge to edge 2.5cm below underarm point. Pleats or gathers are open / flat</p>	
<p><u>Waist circumference – X cm from HSP or 18cm below underarm</u></p> <p>Lay garment flat with front facing you. Measure straight across from edge to edge as specified down from HSP or 18cm below underarm</p>	
<p><u>Hem circumference – relaxed</u></p> <p>Lay garment flat. Measure straight across from edge to edge at opening</p>	
<p><u>Hem circumference – stretched</u></p> <p>Lay garment flat. Measure straight across from edge to edge at opening., fully extended</p>	
<p><u>Hem circumference – at top of slit</u></p> <p>Lay garment flat. Measure straight across from edge to edge at top of slits</p>	