

# **CANON FASHIONS (AUST.) PTY LTD**

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BOR2006/219

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## **NEW CUSTOMER GUIDELINES**

At Canon Fashions we specialise in producing small runs for the local fashion industry. We can take your design from a sketch to a completed garment. We offer Cut Make and Trim services and can provide you with referrals to Patternmakers, Computer Marker Services and Fabric and Trims suppliers.

Our client base includes local and interstate designers as well as corporate clients.

We would be happy to work with you and here is a list of what we need in order to be most effective in doing this:

### **QUOTING**

- We will email or give you a Quotation form which you will need to fill in with some basic information such as size-range, units etc. We only quote on multiples of 5 units and we take the quote from the least amount ie: if you want a quote on 43 units we will do a quote on 40.
- **Quantities less than 5 units will be treated as samples and incur a 100% surcharge.**
- We need a sample to assess costs etc.
- If you have several styles we will need time (generally 24hrs) to get through all the costing.

Once we have priced the style we will email or give you a printout of the quotation which will be valid for the current season only.

We do not quote without seeing the garment.

### **SAMPLING**

We require:

- An accurate sample with a cardboard pattern or marker. If no sample is available and a prototype is required we will need a detailed technical drawing.
- Samples that are different to the pattern must be labelled clearly with all the changes.
- A specification sheet outlining placement of Labels, Sizes, Content Care and other special considerations that may not be evident on the sample or drawing. Measurements

for cutting trims will also be required. Your Patternmaker should be able to assist with this.

- A Sample order with Client's contact details outlining exactly what is being ordered to be cut (size, quantity, colour etc)
- Fabric, trims.

**FIRST SAMPLES ARE CHARGED AT AN HOURLY RATE**

**PRODUCTION SAMPLES ARE CHARGED AT THE DEFAULT QUOTATION PRICE + 100%**

(Default price is the price based on the least number of units you specify)

**PRODUCTION**

We require:

- Correct Sample or Sample clearly marked with variations.  
(If we have made the sample that is the one you must supply for production)
- Sales order comprising cut quantities, colours, sizes and proposed delivery date.  
Sales Orders must include full Business Name and Address, ABN, Customer's Name and Phone Number
- Fabric, trims, labelling, tags.
- A list of what has been supplied that we can cross check including fabric quantities.
- Graded pattern set or Marker.
- Specification sheet including measurements
- Hangers, bags if customer supplied.

**PLEASE NOTE:**

Any goods left at our premises for over 6 months will be considered abandoned and therefore pass into ownership of Canon Fashions (Aust.) Pty Ltd unless prior arrangements have been made for ongoing production.

Orders awaiting components will be held for a period of one month and then returned to the customer and charged according to work performed ie: cutting.

Customers' products are not insured whilst under the control of Canon Fashions (Aust.) Pty Ltd. Customer must provide own cover if required.

**PAYMENT TERMS**

Our terms are payment in full prior to or at time of collection. We accept payment by most credit cards or EFTPOS at no extra charge. We do not accept cheques.

You may also pay by Direct Deposit but payment must be cleared prior to collection of goods.

**We have set up the above guidelines to help make your ordering and our service as streamlined and problem-free as possible.**

**We look forward to being of service to you!**

**Roula Gavalas**

**CANON FASHIONS (AUST.) PTY LTD**