**STEP BY STEP PROCESS HOW TO PLACE AN ORDER:**

**Please be sure you receive the following by email:**

**1.LINK TO OUR CATALOGS IN A WORD FILE**

**2.FORMAT OF THE PROFORMA EXCELL ORDER**

**3.EXAMPLES OF PRODUCTION ORDERS IN PDF**

**4. FABRIC SWATCHES TO YOUR PHYSICAL ADRESS**

**YOU CAN ALWAYS CONTACT US OR CALL US TO OUR WHATSAPP FOR CUSTOMERS:**

**+51 956022983 FOR ANY QUESTION.**

Our Company specializes in the design, manufacture and export of baby and kid´s clothes made in 100% Peruvian Pima Cotton. We develop our own fabrics to ensure 100% Peruvian Pima Cotton Fabric Quality.

Make sure you have our fabric swatches before placing your order, this will make the order process easier.

**The Pima Cotton Fabrics are divided in 4 main groups.**

**1. Interlock Pima Fabric:** Code for this Fabric 02. Available colors (In stock colors all year round) in this Fabric:

White

Pink

Blue

Grey

Antique Pink

Nude

Navy

Bone

Cream (light yellow)

Thin Pink Stripes

Thin Blue Stripes

Thin Grey Stripes

**2.Special Knit Fabric:** Code 01. Available Colors (In stock all year round) in this Fabric: (This fabric looks like Hand Knitted, very elegant)

White  
Pink  
Blue  
Grey  
Antique Pink  
Nude  
Navy

**4.Quilted Fabric:** Code 05 (In stock all year round).This Fabric is quilted.

White  
Pink  
Blue  
Grey

**5.Velour Fabric:** Code 04 (In stock all year round) (Some call it Velour)

White  
Pink  
Blue  
Grey  
Antique Rose

**6.Poplins:** Stock of this fabric varies all year round. Poplin fabrics come in solid solors, floral prints, gimgham knits, stripe knits. If you require a specific color or style of poplin, let us know in your Production Order so we can send pictures of the poplins available similar to the style you are looking for.

We recommend you to ask for the Fabric swatches before placing your order. We can send the fabric swatches by DHL to your adress, the only charge is DHL freight costs door to door which is US$50 . We accept credit card payment.

**STEP BY STEP EXPLANATION:**

**1.How to place your first order:**

We work in a very personal way with all our customers. We encourage to contact us by whatsapp +51 956022983 for a quick response for any question you may have concerning the placement of your order. You can also email us to: [patricia@cottonperu.com](mailto:patricia@cottonperu.com)

We meet all Consumer Product Safety requirements established by the USA, for which we have tests made in accredited Laboratories approved by the CPSC law. We can send all tests to your email if you want so.

Our Minimum Order requirement is US$5,000 total value order (From different styles, sizes, fabrics and colors)

To place an order please fill in the excell file and make the production order based on the specifications below:

1. **Proforma Order: (the Excell File we have sent you)**

**Column Description**: Only write the general name of the item. For example if it is a footie, just write Footie No.1. , if it is a blanket, just write Blanket No.2. The reference number is important, because in the production order you will insert a picture of each style you want, with the reference number you wrote on the excell file No.1.

All the detail specifications will be submitted in the Production order (not on the Proforma Excell File). There is plenty of space in the production order to describe all the details.

**Column Fabric:** All our Fabric Groups have codes. Code 02 refers to Interlock Pima, Code 01 refers to Special Knit Pima, Code 04 refers to Velour and Code 05 to quilted fabric. Additionally, if you are ordering baby items in poplin, please just write POPLIN.

**Column Color:** This refers to the main color of the ítem, if the footie is Pink, just write Pink. If the footie has a combination of two colors please write for example: Pink/ White.

**Column Picot:** Picot is the thread decoration at the border of each ítem. PLease only fill in the color of the picot. If you do not want picot, please place No Picot.

**Column Quantity:** Please add all the size quantities of a specific style.

**Column UP (Unit Price):** This refers to FOB Unit Price (Factory Price of Item).

**Column Total (Total):** This refers to the Total amount (Price x quantity) of each style.

1. **Production Order:** (Customer can decide if they want to submit Production order in PDF, Word or Power Point or even a sketch. (Please refer to examples of Production orders sent to your email)

The production order has to be very specific. It must contain a picture of the ítem with the specifications of fabric, color, details, etc…

1. **Submit Both files:** The Proforma Order (excell file) and the Production order (This order includes pictures, sketches, and detail description)
2. **Personal Phone Call:** After submitting both orders, please let us know date and time to have a personal call and go through both orders in detail.
3. **Confirmation of Order:** Once both orders have been revised through phone call, please add and make the corrections that are necessary (for example if in the production order customer did not specified something, and this was discussed on phone call, please write it.); and submit both orders again , saving both files with the additional name confirmed.
4. Once both confimed orders are submitted, please proceed with the 40% advanced payment, so we can count 2 months since the reception of the advanced payment.
5. We Will then proceed to make one sample of styles that require a sample. We do not charge samples for production orders confirmed.

Thank You very much.

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