

Section 3

GIFTCRAFT **MEASURING GUIDE**

All measurements should be detailed on the initial quote sheet to the buyer. It is extremely important the product measurements exactly match the approved merchandise sample. Measurements that are found to be slightly different in mass production must be updated with revised quote sheets as soon as possible.

All measurements should be noted in Inches and all basic measurements are measured in Length (how long) x Width (how wide) x Height (how tall)

Some items require additional measurement details (see below)

Examples of Basic Measurement Requirements

- Always measure Length (A) , Width (B) and Height (C)

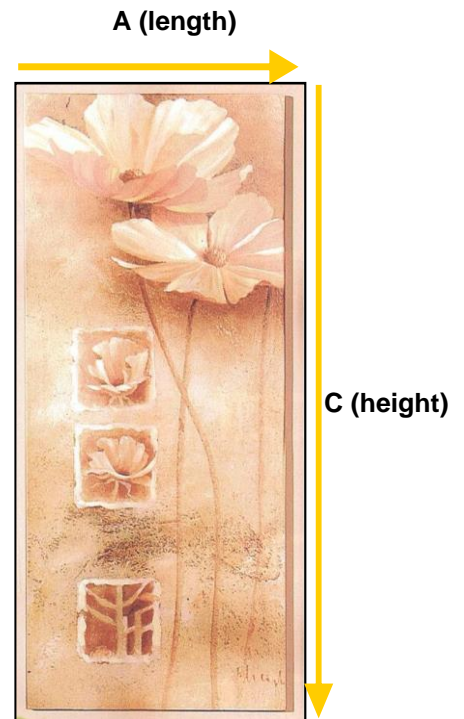


A (length)

FURNITURE

B (width)

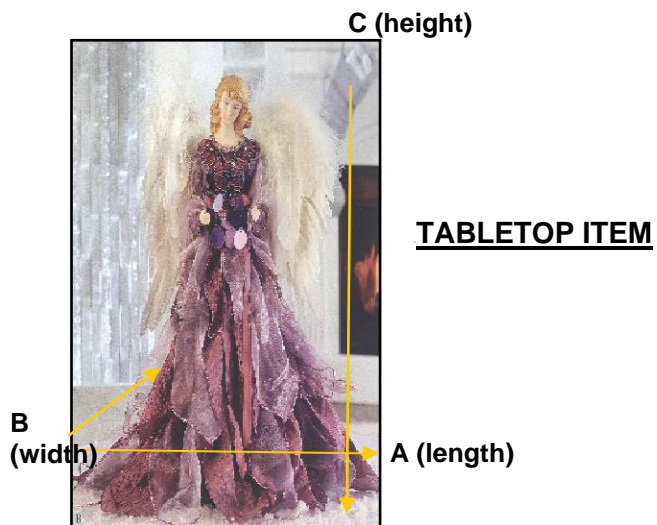
C (height)



A (length)

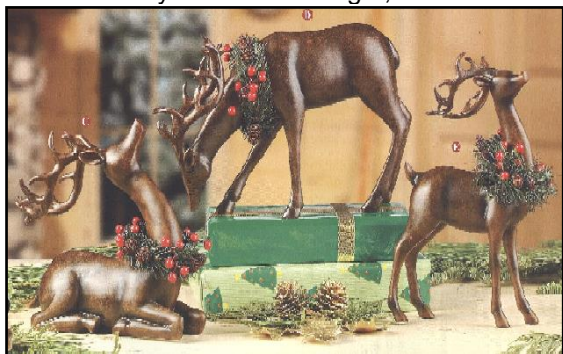
PRINT

C (height)



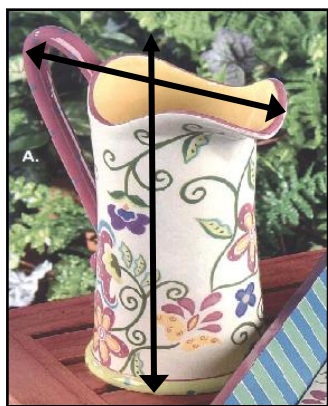
Measuring Requirements for Set/Assortments (multiple items in one sku)

- Always measure Length, Width and Height of each item



Measuring Requirements for items that hold liquid

- Always measure Length, Width and Height of each item and include the liquid volume



Measuring Requirements for items that hang

- Always measure Length, Width and Height of the product and **the hook (if included) separately**.
- Do not include the string hanger in the measurement of ornaments.



Additional Measurement details

- Prints, Mirrors and Picture Frame measurements require a measurement for the inset mirror/glass as well as the overall dimensions.
- Candleholders require a measurement of the size of holder(s) and what size of candle is suitable (tealite, votive, taper or pillar).
- Pot holders require a measurement of the pots that will fit inside.
- Birdhouse openings should be no larger than 1.25 inches in diameter.
- Jewelry length should be measured from one clasp to another clasp. Pendants should be measured separately.
- Seasonal picks/stakes require size of the topper or ornament as well as overall height.
- If an item is round, diameter should be provided.
- Lamps require 2 measurements (1) overall with shade and well (2) measurement of shade only.
- Clocks require 2 measurements (1) overall measurement as well as (2) measurement of clock face only.