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## Sample Phone Call for Fabric Sourcing (a client calling a fabric agent or supplier)

**Client:** Hello my name is Natalie. I'm calling from Oakcollective.

*Fabric Supplier:* Hello. How can I help you?

**Client:** I was referred to your company by V. Mora, who are my fashion consultants. I am in the market sourcing a 100% cotton ringspun jersey. (ringspun cotton is stronger and softer in handfeel than regular cotton)  
May I speak to a sales rep?

*Fabric Supplier:* Let me transfer you. (transfers call to a sales associate)

*Sales Associate:* Hello?

**Client:** Hello my name is Natalie. I'm calling from Oakcollective. I am in the market sourcing a 100% cotton ring spun jersey. Do you carry these in your collection?

*Sales Associate:* Yes we do. What are you making?

**Client:** I'm designing graphic t-shirts. Can I ask? What are the production minimums for your fabrics? What is the lead time for production? Do you have minimums for sampling? Is there a mill color card for these qualities that I can choose colors from?

*Sales Associate:* Yes we do have corresponding color cards and minimums. Our production minimums are 500 yds per fabric quality/per color and our lead time is 4 weeks for delivery. We have a minimum of 11 yds per fabric quality + color for sampling and it's available for immediate delivery.

**Client:** What is the price range of your ringspun cotton jerseys?

*Sales Associate:* They run between \$2.90 - \$5.00 per yard, depending on the article.

**Client:** Ok, great. If I wanted to order fabric, do I have to send you an actual P.O. (purchase order) or can I just send you an email with the order. How do I pay for?

*Sales Associate:* For sampling you can just email us your order but we require an actual PO for any production orders. As for payment, we accept checks or credit cards and you will be charged for your sampling order before we ship it to you. As for production orders, we will send you a proforma invoice and you'll be required to pay a deposit on your order before we start producing it and then the whole balance is due when the order is ready to ship to you.

**Client:** Got it! Thank you so much for all these details and for your time. I'd like to request that you send me headers or reference cards of the articles that you have available in the range I'm looking for. I will email you with my request and with all the shipping details you may need. May I please have your email address?

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