



THE HOME DEPOT

Content Lab

The Home Depot Content Lab
Resource Guide
for The Home Depot + CreativeDrive

Photography Samples | Shipping

Notes & Instructions

- Please ship products via UPS. Note - when using FedEx shipping delays or additional fees may be incurred.
- Please ship products fully assembled, when possible, in order to ensure they are built properly and to help expedite the photography process.
- Please begin shipping aesthetically approved merchandise to the photo studio as soon as possible
- Products shipped to photo studios must be Buyer- and/or Product Development-approved
- Provide a complete and accurate list of everything shipped on the customs declaration. Do not leave anything off.
- Provide accurate retail values for every product. Do not try to claim it is a sample and/or no value.
- Provide accurate information on fumigation paperwork.

Required Inclusions

In order to avoid reshoots or missing your photo shoot dates, when you ship your product please include:

- 1) **If your product cannot ship full assembled, include clearly written instructions as to assembly of product**
- 2) **A snapshot of the product as it should be photographed**
- 3) **A sample tag attached to all aesthetically-approved samples**
- 4) **A packing slip or list of samples sent BEFORE shipment including OMSID or FLEX ID and item description. If item is sold as a set**
 - **please ensure # of pieces are identified on the master list /packing slip as well as on each box - ie OMSID or FLEX ID**
XXXXXXXXXXXXXXXX
 - box 1 of 4

Any reshoot-related costs due to a lack of up-front information or instructions will be the responsibility of the merchandise supplier.



Photography Samples | Shipping Labels

English Shipping Label

Please attach the below shipping label to your shipper box. This label must be included on your box whether you hand deliver your items or ship them through a delivery service.

CreativeDrive Photography Studio

The Home Depot Photo Shoot

Item Description: _____ Season/

Year: _____

Attn: Sam Lin

Merchandise Supervisor

**Room 201-204, Building 6, Skyworth Innovation Valley, No.8,
Tangtou No.1 Road, Shiyan Street, Bao'an District,
ShenZhen, GuangDong, China 518108**

Shipping Label - Chinese Translation

创力驱动数字内容服务（深圳）有限公司

The Home Depot Photo Shoot

产品介绍: _____ 季度 / 年度: _____

执行: **Sam Lin**

商品主管

深圳市宝安区石岩街道塘头一号路8号创维创新谷6号楼201-204室
邮政编码: 518108

Photography | Sample Tags

Fill out and attach a sample tag (below) to all aesthetically-approved samples you send in for the photo shoot. **All information *must* be filled in.**

Samples that are not properly labeled run the risk of not being photographed.

CreativeDrive	THD Project Manager	Sample Description/Features
Insert Brand, Season & Year Below	<input type="text"/>	<input type="text"/>
Brand:	Style or Collection (if applicable)	
Season: _____ Year: _____	<input type="text"/>	
Company	Product Color & Size	<input type="text"/>
<input type="text"/>	<input type="text"/>	
Supplier Contact's Name	OMSID	
<input type="text"/>	<input type="text"/>	
Supplier Contact's Phone Number	FLEX ID	<input type="text"/>
<input type="text"/>	<input type="text"/>	
Supplier Contact's Email	Country of Origin	
<input type="text"/>	<input type="text"/>	

CreativeDrive	THD Project Manager	Sample Description/Features
Insert Brand, Season & Year Below	<input type="text"/>	<input type="text"/>
Brand:	Style or Collection (if applicable)	
Season: _____ Year: _____	<input type="text"/>	
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Supplier Contact's Name	OMSID	
<input type="text"/>	<input type="text"/>	
Supplier Contact's Phone Number	FLEX ID	<input type="text"/>
<input type="text"/>	<input type="text"/>	
Supplier Contact's Email	Country of Origin	
<input type="text"/>	<input type="text"/>	



Photography | Sample Tags - Chinese Translation

Fill out and attach a sample tag (below) to all aesthetically-approved samples you send in for the photo shoot. **All information must be filled in.**

Samples that are not properly labeled run the risk of not being photographed.

CreativeDrive <small>Insert Brand, Season & Year Below</small> 品牌: 季度: _____ 年度: _____ 公司名称: 联系人姓名: 联系人电话: 联系人邮箱:	THD项目经理 类型 产品颜色与规格 OMSID FLEX ID 国家	样品简介/特点 拍摄要求:
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CreativeDrive <small>Insert Brand, Season & Year Below</small> 品牌: 季度: _____ 年度: _____ 公司名称: 联系人姓名: 联系人电话: 联系人邮箱:	THD项目经理 类型 产品颜色与规格 OMSID FLEX ID 国家	样品简介/特点 拍摄要求:
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Photography Samples | Shipping

***Please email this page to Sam Lin once product is shipped
(Email: homedepot.china@creativdrive.com)**

Shenzhen Studio Address & Contact Information:

CreativeDrive Shenzhen	
Attn: Sam Lin	
Room 201-204, Building 6, Skyworth Innovation Valley, No. 8, Tangtou No.1 Road, Shiyan Street, Bao'an District, ShenZhen, GuangDong, China 518108	深圳市宝安区石岩街道塘头一号路8号创维创新谷6号楼201-204室 邮政编码：518108
Telephone:	Email: homedepot.china@creativdrive.com

Manufacturer Information:

Ship Date:		Shipping Service:	
Tracking Number:			
Manufacturer Name:			
Manufacturer Contact:			
Email Address:		Telephone:	
Address Line 1:			
Address Line 2:			
Address Line 2:			
City:		State or Province:	
Country:			



Contacts

The Home Depot/ CreativeDrive

Primary contact for general inquiries at **The Home Depot**

Account Supervisor | Cory Geary
Email cory_geary@homedepot.com

Primary contact for questions at the studio

Merchandise Supervisor | Sam Lin
Email homedepot.china@creativedriver.com

