

Colony Brands - NonFood

Package Label Specification Document

Version 5
Last Updated: 03/27/2018

**Ashro
Country Door
Ginny's
Midnight Velvet
Monroe & Main
Montgomery Ward's
Seventh Avenue
The Swiss Colony (Non-Food Items only)**

**Package label inquiries may be emailed to :
NonFoodPkgLabels@ColonyBrands.com**

These label specifications **do not** apply to **Swiss Colony** FOOD catalog items. Please see the Colony Brands supplier manual located at **www.colonybrands.com/colony-brands-vendors**,
Food Division

NOTE: Additional labeling/markings (such as Country of Origin, Do not remove tags, Toy Lot Codes, etc.) may be required in addition to the package labels. Please read the Supplier Compliance Manual and any documents between you and your Buyer or Merchandiser thoroughly to ensure compliance with all expectations.

Colony Brands-NonFood Preferred Label Provider

In order to avoid and remove future breakdowns in our supply chain due to bad or poor quality bar code and label scans **Colony Brands-NonFood** has selected **StreamLine Labels (Asia & USA)** as its "authorized & preferred" label provider for package labels. (*Single Unit Labels, Master Carton Labels, COO, Toy Lot Code Package Labels & Suffocation Warning Labels*).

StreamLine Labels has created an online ordering process for our vendors at www.StreamLineLabels.com and **guarantees** that all labels printed meet our compliance guidelines or they pay the fines and penalties associated with EACH label. (NOTE: this does not include typographical errors on your order form or label placement on the product.) With offices and production facilities in the USA, Hong Kong and China they print and forward the labels to your factories and or Distribution Center for application to the unit and master carton. (*See the Vendor Compliance Manual for chargeback information.*)

When registering with StreamLine Labels choose "Colony Brands-NonFood" as the trading partner and include your primary Vendor ID Number.

The image shows a registration form with the following fields and options:

- Fax: [Empty text box]
- Trading Partner: [Dropdown menu with "Select Trading Partner" selected. The dropdown list includes: CVS, Dollar General, Family Dollar, Home Shopping Network (HSN), Kohls, LTD Commodities, Norm Thompson, and Colony Brands, Non-Food (circled in red).]
- Vendor Number: [Empty text box]

Additional text on the right side of the form: "4500 to add more Trading Partner" and "1-852-2690 5293".

StreamLineLabels.com

StreamLine USA serves North and South America, Europe, Pakistan, and United Arab Emirates

Contact: [Cameron Guinn - info@labelitus.com](mailto:info@labelitus.com)
Address: StreamLine Labels
10660 Gandy Blvd
St. Petersburg, FL 33716
Phone: (727) 546-4500
Fax: (727) 546-4555

StreamLineLabels.com

StreamLine Asia serves Pacific Rim -Hong Kong,China,Taiwan,Malaysia,Indonesia,Vietnam,India

Contact: [Kitty Cheung - info@labelithk.com](mailto:info@labelithk.com)
Address: StreamLine Labels Asia
Unit G3, 11/fl Valiant Industrial Centre
No 2-12 Au Pui Wan St.
Fo Tan Nt, Hong Kong
Phone: +85226905292
Fax: +85226905297

Single Unit Label Requirements

Barcode Specifications

Barcode Required	YES
Barcode Format	Code 128 (A, B or C)
Minimum Barcode Height	3/4" (19 mm, 72 pixels, 750 mils, 1905 HiMetric)
Minimum Barcode Length	1 1/4" (33 mm, 120 pixels, 1250 mils, 3175 Himetric)
Minimum Bar Density	12 Mils (X Dimension = .012" or greater)
Barcode Grade	ANSI Grade "A" or "B" for 10 scans
Quiet Zone / White Space	White space must remain on the left and right of the barcode. This space must be at least 1/8".
Embedded Barcode Data	Package Label Number (PLN #). (The embedded barcode data is your 6 or 7 digit PLN# only . There are no letters or text, only numbers. No leading or ending zeros, check digits or other special characters. NOTE: This is NOT a upc code or upc number.)

Label Specifications

Font and Size	12 point Arial
Ink Color	Black
Label Color	White
Minimum Label Size	1 1/2" x 1"
Maximum Label Size	3" x 3"

Label Content Specifications

PLN	Human readable text of Package Label Number (PLN)
Barcode	Code 128 barcode per above barcode specifications

Unit Label Placement

Label Placement	Center/Middle of Largest FLAT surface (Labels are placed on the package of the single unit, not on the item. The single unit package may be a plastic bag, corrugated carton, plastic carton, retail carton, clamshell, etc.)
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Do not place the single unit label next to or over your UPC barcode.

Avoid placing any other barcoded labels on the same side as the single unit label.

Items that are too small for a 1 1/2" x 1" single unit label must be placed in a polybag and apply the label to the polybag. Polybags MUST be sealed.

Single Unit Label Examples



Single Unit Label Placement Examples



Master Carton Label Requirements

Master cartons contain 2 or more single units. If your package is a single unit master/remainder please follow the label instructions for "Single Unit Labels" on page 3.

Barcode Specifications

Barcode Required	YES
Barcode Format	Code 128 (A, B or C)
Minimum Barcode Height	2" (50 mm, 192 pixels, 2000 mils)
Minimum Barcode Length	2 1/2" 63 mm, 240 pixels, 2500 mils)
Minimum Bar Density	12 Mil (X Dimension = .012" or greater)
Barcode Grade	ANSI Grade "A" or "B" or "C" for 10 scans
Quiet Zone / White Space	White space must remain on the left and right of the barcode. This space must be at least 1/8".
Embedded Barcode Data	Package Label Number (PLN #). (The embedded barcode data is your 6 or 7 digit PLN# only . There are no letters or text, only numbers. No leading or ending zeros, check digits or other special characters. NOTE: This is NOT a upc code or upc number.)

Label Specifications

Font and Size	18 point Arial
Ink Color	Black
Label Color	White
Minimum Label Size	3" wide x 4" high
Maximum Label Size	5.5" x 8.5"

Label Content Specifications

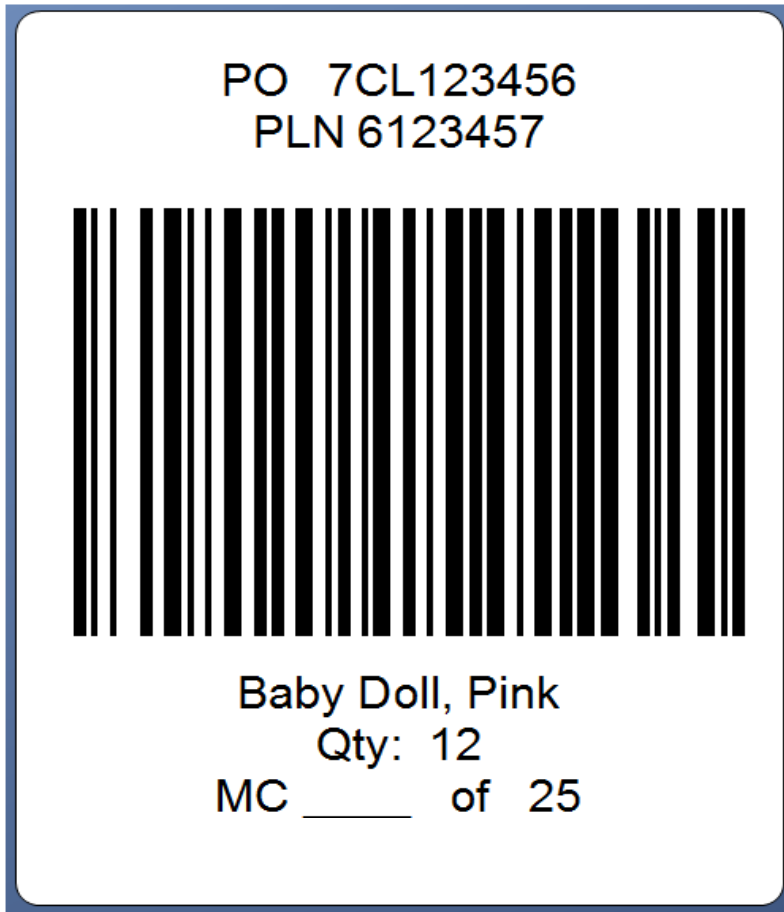
PO Number	PO Number as listed on your purchase order
PLN	Human readable text of Package Label Number (PLN)
Barcode	Code 128 barcode per above barcode specifications
Item Description	Description of item as shown on PO, this may be abbreviated
Master Carton Quantity	Total Units in the master case
Master Carton Sequence	Sequential numbering of total master cartons <u>per Purchase Order</u>

Master Carton Label Placement

Label Placement	Upper right corner of the largest surface facing out.
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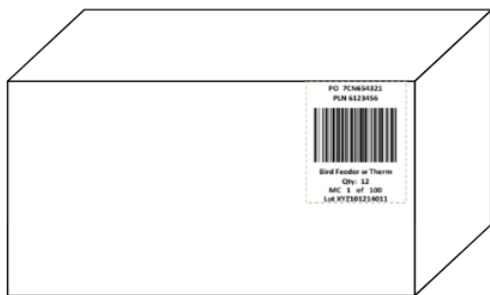
Note: Master carton label information may be printed directly on the master carton. When printing directly on the carton you will need to produce a 2 1/2" x 2" barcode (following barcode specifications above) on white label stock and place it in the upper right corner of the master carton.

Master Carton Label Example



Master Carton Label Placement Examples

Master Carton



Master Carton Printed Directly on Carton



Label Approval Process

All labels printed by StreamLine Labels do not require pre-approval. For a fee StreamLine Labels will review and validate your labels for you. They can provide you with service in a timely manner in the US, Hong Kong and China. Please see page 2 for contact information.

For approval from the Colony Brands - NonFood Packaging Department you will need to start the process a **minimum of 30 days** prior to your expected ship date. *Please note that the approval process only needs to be done once. Please do not send labels for every PO.*

- 1) Create a final template for each label **using the same Package Label Number and the Same PO Number.**

- 10 master carton label samples
- 10 single unit label samples

- 2) Print your samples on the media you will be using
 - Non-label stock samples will be refused
- 3) Fill out the Label Review Request Form (found on page 8)
- 4) Mail the label hard copy samples and request form to:

VIA Fed Ex / UPS:

Attn: Packaging Department Label Review
Colony Brands, Inc.
424 West 8th Street
Monroe, WI 53566

VIA USPS

Attn: Packaging Department Label Review
Colony Brands, Inc.
1112 7th Avenue
Monroe, WI 53566

- 5) The Packaging Department will reply to you via email with your approval or corrections
 - If corrections are needed, new printed hard copies will need to be mailed per the above instructions.

Label template approval is required on first shipments for each factory or you may receive chargebacks.

Via email the packaging department will only validate that you have used the correct barcode format and that the required human readable text is present. No label approval will be given without a printed hard copy submitted per the above procedure.

Label approvals will be provided once per factory only. They are not done per PLN or per PO. Repeat submissions will be refused.

Note that approval of your template does not alleviate your responsibility to provide quality printed usable labels on the product packaging or the resultant chargebacks:

- Due to poor print quality of labels applied to actual product packaging

- If product packaging labels are not applied in the correct location on the packaging

- If a different template other than the approved template is used to produce your labels and resultant scan issues occur

- If when creating each individual item labeling you use incorrect data.

Colony Brands - NonFood Label Review Request Form:

Mail to: Attn: Non-Food Pkg Department Label Review

Fed Ex UPS	Colony Brands, Inc. 424 West 8th Street Monroe, WI 53566
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USPS	Colony Brands, Inc. 1112 Seventh Avenue Monroe, WI 53566
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Company Name:			
Factory Address: <small>(include street, state, province, sub-province, part code)</small>			
Vendor ID:			
Contact Name:			
Contact Email:			
Contact Phone Number:			
What is your expected FIRST ship date of product to our warehouse?			
Is this a re-submission of your labels from a previous rejection?	YES	NO	
Notes: <small>(Approval of your package barcoded labeling is not a blanket approval of all product labeling requirements.)</small>			

Use 1 PLN# for all label samples submitted. Include 10 samples on printed label stock of the master carton label template and 10 samples printed on label stock of the single unit label template.

Supplier Quick Check List - Do your labels have all of these?

<input type="checkbox"/> 10 Master Carton Labels <input type="checkbox"/> *PO Number <input type="checkbox"/> *PLN Number <input type="checkbox"/> *Description <input type="checkbox"/> *Case Qty <input type="checkbox"/> *Carton Sequence <input type="checkbox"/> *Barcode (Code 128, Min = 2" high x 2.5" wide)	<input type="checkbox"/> 10 Unit Labels <input type="checkbox"/> *PLN Number <input type="checkbox"/> *Barcode (Code 128, Min = 0.75" high x 1.25" wide)
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For Office Use Only:

Received Date	Approved Date
	Initials
	Reject Date
	Initials