Colony Brands Non-Food

Package Label Specification Document

Version 6
Last Updated: 06/01/2020

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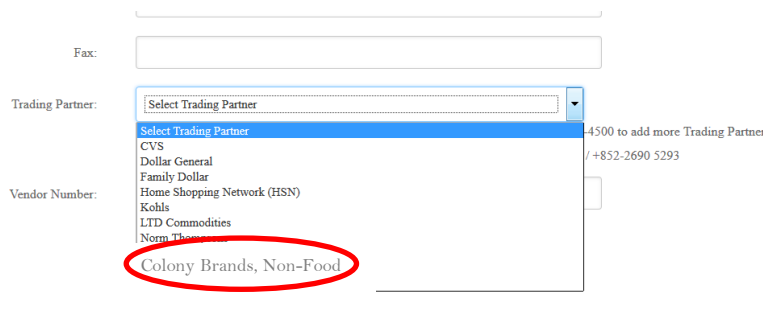
NOTE: Additional labeling/markings (such as Country of Origin, Do not remove tags, Toy Lot Codes, etc.) may be required in addition to the package labels. Please read the Supplier Compliance Manual and any documents between you and your Buyer or Merchandiser thoroughly to ensure compliance with all expectations.

Colony Brands Non-Food 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 Non-Food** 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, China, Vietnam and India 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 Non-Food" as the trading partner and include your primary Vendor ID Number.

StreamLineLabels.com

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

Contact:	**Cameron Guinn - 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, and India

Contact:	**Kitty Cheung - 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	1" (25.4 mm, 96 pixels, 1000 mils, 2540 HiMetric)
Minimum Barcode Length	1 1/2" (38.1 mm, 144 pixels, 1500 mils, 3810 Himetric)
Barcode Grade	ANSI Grade "A" or "B"
Quiet Zone / White Space	A minimum 1/8" white space must remain on the left and right of the barcode.
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.) **Example**: PLN# 650245 should read 650245 when scanned.

Label Specifications

Font and Size	12 point Arial
Ink Color	Black
Label Color	White
Minimum Label Size	2" x 2"
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	**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.)

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 single unit label.

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

Do not place the single unit label over packaging seams.

Single Unit Label Examples

6123457

PLN 6123457

Single Unit Label Placement Examples   Largest Flat Surface

Unit Carton

Polybag

Clothing on Hanger

Pillows, Handbags, Other Soft Items

Small Ring/Earring Boxes

Place label on BOTTOM

Do Not Place Label on Center Seam line

Master Carton Label Requirements

Master cartons <u>contain 2 or more</u> single units. If your package is <u>single unit master/remailer</u> please follow "Single Unit Labels" instructions 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)
Barcode Grade	ANSI Grade "A" or "B" or "C"
Quiet Zone / White Space	A minimum 1/8" white space must remain on the left and right of the barcode.
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.) **Example**: PLN# 650245 should read 650245 when scanned.

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
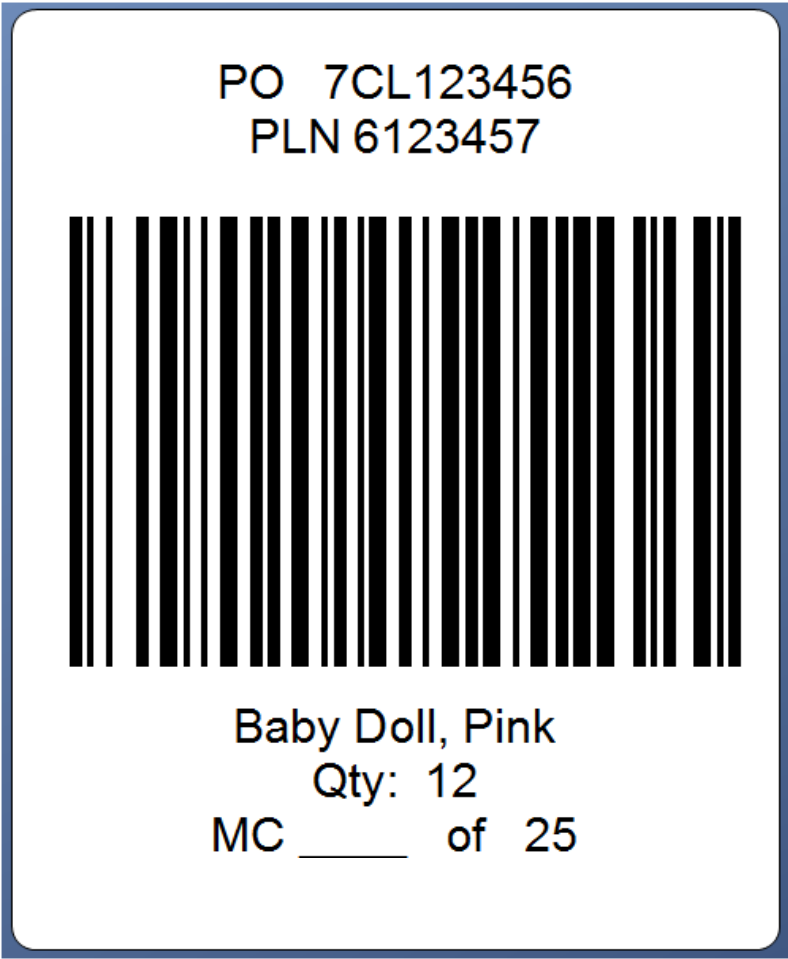
PO Number	PO Number as listed on your purchase order
PLN	Human readable text of Package Label Number (PLN)
Barcode	Code 128 barcode per above barcode specifications
Item Description	Description of item as shown on PO, this may be abbreviated
Master Carton Quantity	Total Units in the master case
Master 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.

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. If you print required master carton text markings directly onto the master carton, please submit image of carton markings with barcode for approval.

Master Carton Label Example

PO 7CL123456
PLN 6123457

Baby Doll, Pink
Qty: 12
MC _____ of 25

Master Carton Label Placement Examples

Master Carton

PO 7CN654321
PLN 6123456
Bird Feeder w Therm
Qty: 12
MC 1 of 100
Lot XYZ101214011

Master Carton Printed Directly on Carton

White Label with Black Ink

Barcode Minimum Size: 2.5" Wide x 2.0" high

PO 7CN654321
PLN 6123456
Bird Feeder w Therm
Qty 12
MC _____ of 100
Lot XTZ101214011

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, China, Vietnam and India. Please see page 2 for contact information.

For approval from the Colony Brands Non-Food Packaging Department you will need to start the process a **minimum of 10 business 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

    -1 master carton label sample

    -1 single unit label sample
2) Print your samples on the media (label stock) you will be using

    - If printing required text (PO, PLN, Qty, MC__) on master carton, please provide images of markings
3) Fill out the Label Review Request Form (found on page 8)
4) Apply label samples to page 9 of Package Label Specification Document
5) E-Mail printed label samples and request form to: **NonFoodPkgLabels@ColonyBrands.com**
6) The Packaging Department will reply to you via email with approval or needed corrections

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

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 incorrect information is used when creating each unit label

Colony Brands Non-Food Label Review Request Form:

Company Name:	
Factory Name and Address: *(include street, state, province, sub- province, post code)*	
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
Supplier Notes:			

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

	1 Master Carton Label		**1 Unit Label**
☐		☐	
☐	*PO Number	☐	*PLN Number
☐	*PLN Number		*Barcode (Code 128, Min Size = 1.50" wide x 1.00" high)
☐	*Product Description (i.e. shoes, oven, wig)		
☐	*Case Qty (quantity in master carton, 2+)		
☐	*Carton Sequence (MC 1 of 20, 2 of 20, etc.)		
☐	*Barcode (Code 128, Min = 2.5" wide x 2.0" high)		

For Office Use Only:

Received Date			Approved Date	
			Initials	
			Reject Date	
			Initials	

*** Apply printed samples of your single unit and master carton labels on page 9 of Package Label Specification Document. Send to NonFoodPkgLabels@ColonyBrands.com for review ***

Approval of your package barcode labeling is not a blanket approval for all product labeling requirements

Apply Unit Label in center of this box for review
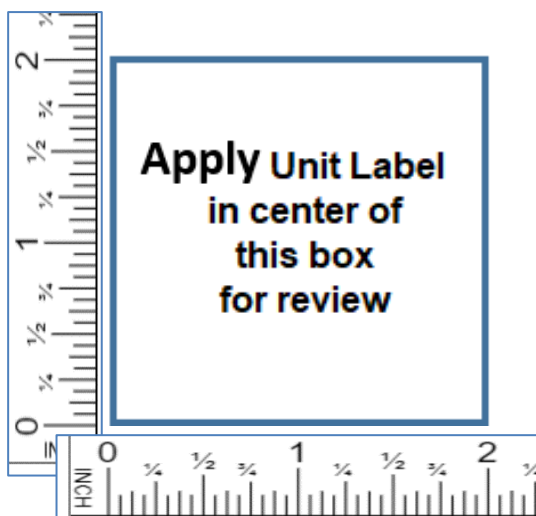
Label Size 2" wide X 2" high
Barcode Size: 1.5" wide X 1" high

Apply Master Carton Label in center of this box for review

Label Size Minimum 3" wide X 4" high
Barcode Min Size: 2.5" wide X 2" high

Email this page with label request form to NonFoodPkgLabels@ColonyBrands.com for review

If printing required text (PO, PLN, Qty, MC_) on master carton, please provide images of markings

Please complete information below as acknowledgement that labels and barcodes being submitted meet our minimum requirements.

Contact Name:	
Phone Number:	
Authorized or e-signature:	
Date:	