# Colony Brands Non-Food

# Package Label Specification Document

Version 7
Last Updated: 04/01/2026

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

To prevent future disruptions in our supply chain caused by poor-quality or unreadable bar code and label scans, Colony Brands Non-Food has established updated labeling guidelines. To meet our label requirements, vendors may choose one of the following two options:

**1. In-house Vendor Label Creation (requires approval)**

Includes the following resources:

- Single Unit Label Requirements (pg 2)
- Single Unit Label Examples (pg 3)
- Master Carton Label Requirements (pg 4)
- Carton Label Examples (pg 5)
- Label Cover Sheet (pg 6)
- Label Submission Form (pg 7)

**2. Approved Independent Third-Party Label Provider**

- Label Interactive Technologies (pg 8)
  - Guaranteed label quality

These label specifications **do not** apply to **Swiss Colony** FOOD catalog items. Please see the Colony Brands Food supplier manual located at **https://www.colonybrands.com/companies/brands-affiliates/suppliers/food-suppliers/**

**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.

# 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)**<br>(The embedded barcode data is your PLN Number. No leading or ending spaces or zeros, check digits or other special characters.<br>NOTE: This is NOT a UPC code or UPC number.)<br>**Example:**<br>**PLN 650245T should read 650245T when barcode is scanned.**<br>**PLN 6329461 should read 6329461 when barcode is 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 with no other barcodes**

(Labels are placed on the outermost surface of the single unit packaging, not directly on the item. The single unit package may be a plastic bag, corrugated carton, plastic carton, retail carton, clamshell, etc.)

**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 Example**

**Single Unit Label Placement Examples** **Largest Flat Surface with no other barcodes**

# 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.**

**<u>Barcode Specifications</u>**

| | |
|---|---|
| **Barcode Required** | **NO** |

**<u>Label Specifications</u>**

| | |
|---|---|
| **Font and Size** | 16 point Arial |
| **Ink Color** | Black |
| **Label Color** | White |
| **Minimum Label Size** | 3" wide x 3" high |
| **Maximum Label Size** | 4" x 6" |

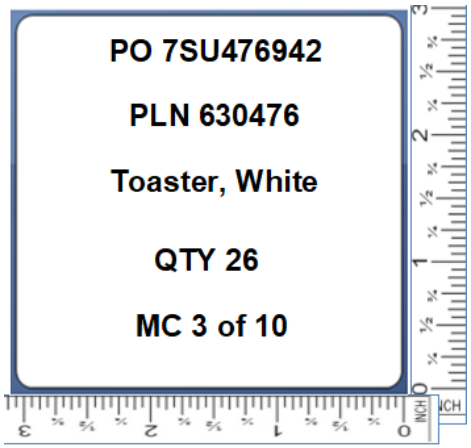
**<u>Label Content Specifications</u>**

| | |
|---|---|
| **PO Number** | PO Number as listed on your purchase order |
| **PLN** | Human readable text of Package Label Number (PLN) |
| **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> |

**<u>Master Carton Label Placement</u>**

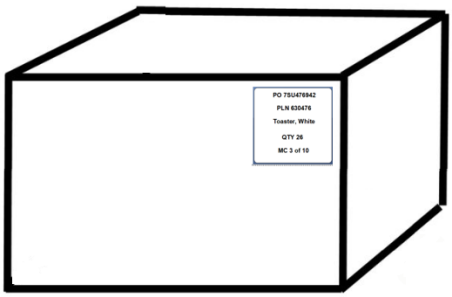
| | |
|---|---|
| **Label Placement** | **Upper right corner of the largest surface facing out.** |

## <u>Master Carton Label Example</u>

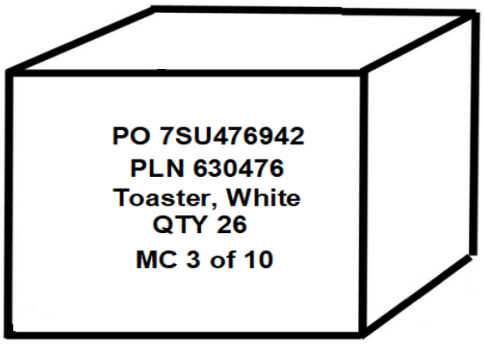


## <u>Master Carton Label Placement Examples</u>

**Master Carton Label**



**Master Carton Text Printed on Carton**



# Label Approval Process

**All labels printed by Label Interactive Technologies (StreamLine Labels) do not require pre-approval. For a fee Label IT 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.**

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 physical printed label for each format

   -1 master carton label format

   -1 single unit label format

2) Print your formats on the white labels 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 6)
4) Apply **PRINTED WHITE LABEL** samples to page 7 of Package Label Specification Document
5) E-Mail labels 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 issued once per factory only

**They will *not* be granted per PLN or per PO and repeat submissions will be declined.**

**Please note that approval of your template does not remove your responsibility to ensure that all labels applied to product packaging are printed correctly and meet quality standards.**

**Chargebacks may occur in the following situations:**

**-Poor print quality on labels applied to actual product packaging**

**-Labels applied in the wrong location on the packaging**

**-Use of any template other than the approved version, resulting in scanning issues**

**-Incorrect information used when creating labels**

# Colony Brands Non-Food Label Review Request Form:

| | |
|---|---|
| Company Name: | |
| **Factory Name and Address: (include street, state, province, sub-province** | |
| 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 Single Unit Label** |
| | | *PO Number | | *PLN Number |
| | | *PLN Number | | *Barcode: Code 128 Format |
| | | *Product Description (i.e. shoes, oven, etc) | | Minimum Size: 1.5" wide X 1" high |
| | | *Case Qty (quantity in master carton, 2+) | | |
| | | *Carton Sequence (MC I of 20, 2 of 20, etc:.} | | |

## For Office Use Only:

| | |
|---|---|
| Received Date | |

| | |
|---|---|
| Approved Date | |
| Initials | |

| | |
|---|---|
| Reject Date | |
| Initials | |

***** Apply Printed White Labels of your single unit and master carton formats on page 7 of Package Label Specification Document.**
**E M A I L to NonFoodPkgLabels@ColonyBrands.com for review *****

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

**Please Complete Information below acknowledging that labels and unit label barcode being submitted meet our minimum requirements.**

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

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

**Label, Barcode Minimum Size Requirements:**

**Unit Label Size 2" wide X 2" high**

**Unit Barcode Size 1.5" wide by 1" high**

**Master Label Size 3" wide by 3" high**

**Apply Physical Label in the center of this box for review**

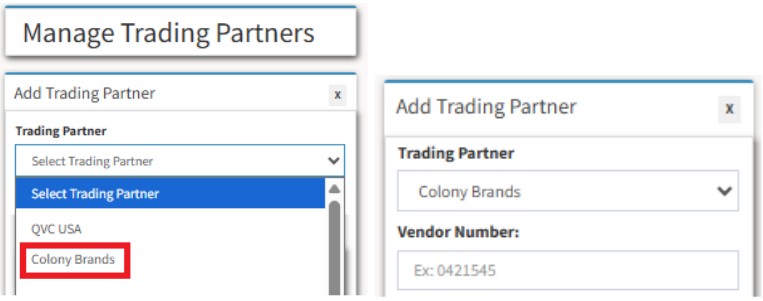
**Apply Printed Master Carton Label in center of this box for review**

# Colony Brands Non-Food Awarded Label Provider

Colony Brands Non-Food has selected **Label Interactive Technologies** **(StreamLine Labels)** as its "authorized & preferred" label provider for package labels. (*Single Unit Labels, Master Carton Labels, COO, Toy Lot Code Package Labels & Suffocation Warning Labels).*

Label Interactive Technologies provides an online ordering platform for vendors at **www.StreamLineLabels.com** and guarantees that all labels produced meet Colony Brands' compliance requirements. If any label they print fails to meet these quality standards, they will cover all fines and penalties associated with each non-compliant label. (Note: This guarantee does not apply to typographical errors submitted on your order form or to incorrect label placement on the product.) With production facilities in the United States, Hong Kong, China, Vietnam, and India, Label Interactive Technologies can print and ship labels directly to your factories or distribution centers for application to both unit and master cartons. For details regarding chargebacks, please refer to the **Supplier Compliance Manual**

When registering with Label Interactive Technologies (StreamLine Labels) choose "Colony Brands" as the trading partner and include your primary Vendor ID Number. Vendor ID Number is found on purchase orders right after the supplier name.




## StreamLineLabels.com Label Interactive Technologies

Label Interactive Technologies serves North and South America, Europe, Pakistan, India, United Arab Emirates

| | |
|---|---|
| Contact: | Cameron Guinn - info@Labelitus.com |
| Address: | Label Interactive Technologies<br>1823 E Fort King St, Suite 100<br>Ocala, FL 34471 |
| Phone: | (727) 546-4500 |
| Fax: | (727) 546-4555 |

## StreamLineLabels.com Label Interactive Technologies

Label It Asia serves Pacific Rim, Hong Kong, China, Taiwan, Malaysia, Indonesia, Vietnam, and India

| | |
|---|---|
| Contact: | Kitty Cheung - info@labelithk.com |
| Address: | Label Interactive Technologies Asia<br>Unit G3, 11/fl Valiant Industrial Centre<br>No 2-12 Au Pui Wan St.<br>Fo Tan Nt, Hong Kong |
| Phone: | +85226905292 |
| Fax: | +85226905297 |