

		<b>Labels Checklist - Ready-Made Guide for Small Orders</b>			
Document No.: LA006	Rev.: 1	Written by: Elena Scaglia	Approved by: Elena Scaglia	Approved on: 28AUG2024	Review on: necessity.

Customer & Product: \_\_\_\_\_

Please provide the following		CUSTOMER
1	Design template number (no changes to the layout)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13
2	Size of the packaging (e.g. 110 g)	<input type="checkbox"/> 110g <input type="checkbox"/> 70g <input type="checkbox"/> 36g <input type="checkbox"/> 1kg <input type="checkbox"/> 2 kg
3	Brand name / Logo Please attach logo vectorial in the email	
4	Back ground color Provide Pantone C number(s)	
5	Font(s)	
6	Font size(s) (for front page)	
7	Font color Provide Pantone C number(s)	
8	Which formulation are you buying?	
9	Barcode Please attach it in email (refer to last page)	
10	QR Code (optional, to your website or page)	
11	Name and address (it is a legal requirement, if not provided we will use ours)	
12	Finish: Matte or Gloss?	
13	Other requirements	



Disclaimer: Please note that changes to the info above may implicate a fee application.  
Please note that "non conformities", due to changes to the templates, are customer's sole responsibility.

Information checked by VEGANICSKN graphic designer, to be complete and adequate.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

For Customer: please proceed to the signature at the end of the document, after reading the table below which is reserved to Veganic SKN officers only.

Note that your label will have the following on the front (or accordingly to the chosen template)		VEGANICSKN Label designer only	VEGANICSKN QA only
14	Product Name and Brand Logo		
15	Sunscreen (As a statement of identity, this word must be present)		
16	Broad Spectrum SPF NN		
17	Water Resistant (40 minutes)		
18	XX g XX oz cream		
19	AUST L number		
20	If AUST L is provided by VeganicSKN, the correspondent ZinCLEAR XXXX must be there, close to the AUST L)		
21	UVA, UVB, PA++++, UVC, Blue light		
22	25% non-nano zinc oxide		
23	Reef safe		
24	Vegan & Organic		
25	Tint Badge		
26			
Note that your label will have the following on the back (or accordingly to the chosen template)		VEGANICSKN Label designer only	VEGANICSKN QA only
27	<p>The Drug fact panel: Designs need to leave at least 5mm of space to avoid being cut out</p>		
Note you will have, from the picture above:			

	<ul style="list-style-type: none"> <li>- the heading</li> <li>- the panel as it is (with the correct QR code)</li> <li>- Free from section</li> <li>- address (ours or yours provided – point 11)</li> <li>- barcode (your provided one) – vertical and with contrast background color to reduce scanning issues on rounding surfaces</li> <li>- QR code if provided</li> <li>- Recycle badge (packaging) </li> <li>- 12 Months of Period after Opening (PaO) badge </li> </ul>		
28	<p>Designer: The barcode has the minimum size here: <a href="https://gs1my.org/GS1-Retail-and-Non-Retail-Barcode-Size-Guide.pdf">GS1 Retail and Non-Retail Barcode Size Guide.pdf (gs1my.org)</a></p> <p>QA: Check the barcode is working through the app “QR &amp; Barcode scanner”</p>		
29	Check the QR codes are working through the app “QR & Barcode scanner”		
30	Please note that Plastic Neutral / Seven clean seas badge is there <u>ONLY</u> if the client has it ticked in the order form.		
31	Invoice number: small size invoice number / work order (under the barcode).		
32	<p>The label must be free from claims / pictures that are:</p> <ul style="list-style-type: none"> <li>- likely to arouse unwarranted and unrealistic expectations.</li> <li>- Likely to mislead.</li> <li>- Exploit the lack of knowledge or language that could bring about fear or distress.</li> <li>- Likely to encourage inappropriate use.</li> <li>- Imply that the product cannot cause harm.</li> <li>- Imply that competitor products are harmful or ineffectual.</li> </ul>		
33	File converted to curved PDF. All images are embedded and all text is outlined.		
34	The text must be display bigger than 4 pt. (printing)		
35	The label designer has checked the order form and the label is complying with OF		
36	<p>The dimensions are correct:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 110g Pump: Top: 11 cm – bottom: 10.6 cm – Height: 12.7 cm</li> <li><input type="checkbox"/> 70g Pump: Top: 11 cm – bottom: 10.9cm – Height: 8.6 cm</li> <li><input type="checkbox"/> 36g Pump: Top: 11 cm – bottom: 10.7cm – Height: 6 cm</li> <li><input type="checkbox"/> 1 kg pump: 16.4 cm x 10.4 cm</li> <li><input type="checkbox"/> 2 kg pump: 19.0 cm x 10.3 cm</li> <li><input type="checkbox"/> Customer dimensions (tubes/customer supplied packaging): Indicate dimensions _____</li> </ul>		

**Printing Information**

Indicate PANTONE Numbers for the following (eventually more that on pantone for each section)

Background colours (Pantone C): \_\_\_\_\_

Text colours (Pantone C): \_\_\_\_\_

Text font(s): \_\_\_\_\_

1. the file as “layered vector artwork” and 2. the PDF version of it.

Artwork Finish:  Matte  Gloss

Please sign below to proceed with the label creation.

Customer: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

VeganicSKN Label designer: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

VeganicSKN QA: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### Veganic SKN – Checklist for Barcode generation

Follow the steps below:		VEGANICSKN Label designer only
1	<p><b>Step 1: Obtain an EAN Code</b></p> <p>To generate a barcode, you first need to have an EAN code. EAN codes are usually 13 digits long (EAN-13).</p> <p><b>Pronto:</b></p> <ol style="list-style-type: none"> <li>1.1 Send an email to Accounts, with the product name, tint and size, asking for the EAN code.</li> <li>1.2 Once you get it back from them, insert the EAN number on the EAN list (if not already inserted by accounting) and move to step number 2. Check that the code starts with “93379070” and has 13 digits.</li> </ol>	
2	<p><b>Step 2: Choose a Barcode Generator</b></p> <p>Once you have your EAN code, you can use a barcode generator to create the barcode image.</p> <p><a href="#">Free Online Barcode Generator   BarTender (seagullscientific.com)</a></p> <ol style="list-style-type: none"> <li>2.1 Open the link, select GS1 (by Symbology), then “UPC-A..”, Then “EAN-13 80%”, click “Select”</li> <li>2.2 Enter Data: “your EAN number”, click “next”</li> <li>2.3 The barcode is generated, download it</li> </ol>	
3	<p><b>Step 3: Upload the barcode on Sharepoint</b></p> <p>Once the barcode has been generated, it has to be uploaded on the Barcodes folder.</p> <p><a href="#">GS1 Retail and Non-Retail Barcode Size Guide.pdf (gs1my.org)</a></p>	

### Customer – Checklist for Barcode generation

Follow the steps below:	
1	<p><b>Step 1: Obtain an EAN Code</b></p> <p>To generate a barcode, you first need to have an EAN code. EAN codes are usually 13 digits long (EAN-13), though there are also 8-digit versions (EAN-8).</p> <p>You can obtain these codes:</p> <p><a href="#">Register your company with GS1 and generate an APN number/EAN number</a></p>
2	<p><b>Step 2: Choose a Barcode Generator</b></p> <p>Once you have your EAN code, you can use a barcode generator to create the barcode image. There are several online tools and software available for generating barcodes.</p> <p><a href="#">GS1/ Barcode.tec-it.com</a> / <a href="https://www.seagullscientific.com/barcode-generator/">https://www.seagullscientific.com/barcode-generator/</a></p> <p><a href="#">Free Online Barcode Generator   BarTender (seagullscientific.com)</a></p> <ul style="list-style-type: none"> <li>- Open the link, select GS1 (by Symbology), then “UPC-A..”, Then “EAN-13 80%”, click “Select”</li> <li>- Enter Data: “your EAN number”, click “next”</li> <li>- The barcode is generated, download it</li> </ul> <p>Or <b>Barcode.tec-it.com:</b></p> <ul style="list-style-type: none"> <li>- Go to the website, then EAN/UPC – EAN 13 – Put the 13 digits EAN code and click, refresh.</li> <li>- You will have the barcode generate on the right. Click download.</li> <li>- Open the file and save it as PNG file, naming it as “Product name-size-tint-EAN number”.</li> </ul>
3	<p><b>Step 3: Attach it in the email (point 9)</b></p>