



**BRITANNIA**  
GARMENT PACKAGING

Independent Designer's Brochure

### **Four step order process:**

1. Please download the specification form(s) for the products you require from <http://www.britanniapackaging.com/independent-designers/> and once complete, send it through to the brand manager for costing.

**\*Please note we need to see artwork prior to giving you any quotes and if at any point your specification changes you will need to re-work your form and submit for a new quote\***

2. Please factor in product development time all orders are specification based and can take up to two weeks to quote. An itemised quote will be given to you alongside a Proforma application.

**All accounts have to go through this procedure your order cannot be placed without this completed form.**

3. We will send you an invoice and once payment has been received, a production artwork will be shared with you to approve.
4. Once we have your approval, the order will go into production and the lead times will begin. Lead times begin from payment and artwork approval.

### **\*Important information\***

#### **Pre-production samples:**

Pre-production samples have the same lead times as orders and there is a charge of £50 exclusive of VAT and carriage.

#### **Logo/artwork files**

We advise that you send either an AI or Vector file of your layout/logo, we cannot use low resolution files. We will advise you if we cannot use your file.

#### **Layout and configuration**

You are responsible for understanding your label and packaging requirements, you will need to ensure the labels/packaging you have requested is suited for the garment/product they will be adhered to. We do not provide sewing in service; please see FAQ on our website for more information.

#### **Shipment**

We always send a proforma invoice for you to check the order is correct and the shipment address is correct. If at any point between the ordering and shipment point your delivery address changes it is entirely your responsibility to alert us and ensure our database is up to date with your new details. Any deliveries that go to an old address will be your responsibility to retrieve.



### Global organic textile standard cotton labels

GOTs Organic cotton labels are certified organic and we print on these using organic inks.

These are available in either natural or dyed white. The dyed white is an organic dye so will not harm the nature of the label.

**Badge labels are strongly advised against as the ends will fray.**

Lead time is 6 weeks



### Ecru coated cotton labels

Ecru coated cotton labels are **non-organic** and they are a little thinner than organic cotton labels.

These are available in either dyed white or natural. It is a coated cotton and we offer a centrefold for this type of label.

Lead time is 10-12 working days



### Woven labels

Woven labels can be weaved with different polyester yarns. These are ideal if there are many colours involved or a background colour is required.

We can offer **recycled polyester** as an option. Please specify this on your specification form.

Lead time is 15 working days



### Polyester satin labels

Polyester satin labels are printed using pantone inks.

We can offer **recycled polyester** as an option. Please specify this on your specification form.

Lead time is 7-10 working days



### Heat Transfer labels

Heat transfers are specification based and we will need you to complete a quote form downloadable from the website.

Lead time is 15 working days



### Adhesive labels

Adhesive labels are our most varied labels and we have an array of options to choose from.

Options include semi-permanent, permanent, and fabric friendly.

Lead time is based on specification







### **Swing tickets and Business cards**

We can supply swing tickets of most kinds and Business cards.

We have FSC approved card to choose from as well as Kraft board or card with stringing options.

In order to provide you with an accurate quote please request/download a swing ticket form and return to your brand manager with a mock up including high resolution artwork.

We also do Business Cards however all information must be provided before a quote is given.

**Lead time is specification based only.**



### **Cotton tote bags**

Organic cotton tote bags available with bespoke branding. Predominantly we screenprint these with organic certified inks. These are produced at our Britannia India site and the lead times are as below.

#### **Available in sizes:**

17.5 x 19.75 inch

16 x 13 inch

#### **Lead times begin from artwork approval and date of payment:**

500/1000pcs/15 working days

5000pcs/20 working days

10,000/25 working days



### **Interlock boxes**

Interlock boxes are available in most sizes and these can be printed. These are simple boxes available with a minimum quantity of 1000pcs.

Please make your enquiry with your template or dimensions and folding information for a quote.

Lead times are dependent on designs.

If you require any packaging outside the above options please ensure you provide mock ups, high resolution artworks and specifications outlining exactly what it is that you need. Any physical samples are always a great help.

Please see the below Britannia address for postage:  
 Britannia Garment Packaging  
 Head Office  
 22b Centurion Way, Meridian Business Park,  
 Leicester, Leicestershire LE19 1WH

## **New customer frequently asked questions**

### **I am completely new to this and I am a start-up business; how long will it take if I want to place my order?**

Firstly all the basics need to be established and you will need to know what kind of material you want to represent your business. Please refer to the materials section as this will give you all information on our products.

### **What is the quickest way to get a quote?**

Please use both brochure and forms and if you are unsure please contact your Brand Manager.

### **Can I guess the size I need?**

No, you'll need to give accurate measurements please double check that the size you've advised is correct and tested against the product you need. Inaccurate sizing will need to be clarified and your quote will be delayed.

### **What is your ordering procedure?**

Please follow 4 step process on the first page of this brochure.

### **How can I make payment?**

We accept Bacs and card payments; please be aware Bacs may take a few days to clear. Please pay by card if you are in need of your order urgently. Payments can be made via telephone, all major credit/debit cards accepted except for American Express. Please call us on (0)116 281 5377 to make payment. Never share payment details via email.

### **Can I pay in a different currency?**

Please pay in GBP

### **Do you have an online payment facility?**

We don't yet have an online payment facility available, the quickest way of ensuring payment clearing is to call and speak to the Accounts team, it's always helpful if you can quote your order number and make payment over the phone.

### **I need an urgent quote but I think my designs will change?**

It is important that we understand your specification and expectations, if you are due to have design or layout changes please enquire for a quote closer to the time. Colour, size, qty, layout will affect the price.

### **Why do I need to include my address in the quoting process?**

We require a delivery address so we can give you an estimate of the shipping costs, which are based on the weight and the destination.

### **What is the minimum quantity for labels?**

1000pcs

### **What are variants?**

These are labels that follow the same specification in size, colour, layout and have variable changes i.e. changes to the text, a good example of this is S,M,L,XL these are variable but the specification of the label remains the same.

### **Is there a minimum quantity order for size tabs?**

Yes, minimum 500pcs per size variant.



**My products have variable data how do I convey this on the specification form?**

There will be a section for variable data, please include this on the forms. If the information is too great for the forms, then please create a document that clearly states all variable information.

**I need to know what care label symbols/information I need to put on my label?**

You will need to provide us with instructions and visuals via your own research and standards are always changing we cannot advise on this.

**Can you provide a quote without artwork?**

Ideally we need to see all artwork with clear instructions and concise specifications prior providing you with a quote.

**Can I create my own mock up and send it to you?**

Yes we encourage you to create your own detailed mock up exactly how you need your label to be. We will use this to give you a quote and to generate the production artwork.

**What is a production artwork?**

A production artwork is what we will generate based on your specifications this is what we'll use to process your order.

**Do you have a set price list?**

We appreciate that each customer has a required standard and expectations, therefore we can only work based on a specification. Please download the forms most relevant to your order.

**Are there any delays I need to account for?**

Yes as all orders are print to order sometimes we may need to order base material usually we can factor this into the lead time. Please be vigilant with lead times and ensure you order in good time to avoid disappointment.

**Where will my order be made?**

Depending on the material you have chosen, please refer to the brochure or the above lead time information.

**Will I receive an exact delivery date?**

As many of our products are made in our partner Britannia sites, we can only provide a rough delivery estimate.

**Can my order be expedited if I pay more?**

Orders follow a strict queue. If your order is required urgently your brand manager will need to confirm if we can do this for you.

**Do you provide services where you sew labels into garments?**

Unfortunately we do not provide these services, however we can recommend a company that does provide this as a service. Please put in a request or call directly to find out more information.

**Can my artwork be changed after I have signed it off and confirmed?**

No, once all the details are confirmed and the sign off has been provided it cannot be changed.

**If I need my order urgently what do I need to do?**

Confirm your order and specification and make payment this will speed the order along.

Once all is confirmed the order will go into production and your brand manager will confirm that the order is in production.

**Will the product be sampled prior to production for my approval?**

We offer pre-production samples at a charge. It is always best to make an enquiry if you would like a pre-production sample prior placing your order.

**I have a block print as a logo will you be able to do this on your labels?**

If you are going for a printed label, then we advise against block prints as it can change the texture of the material and the ink does not sit well on the material thus causing it to look blotchy.

**When do your deliveries run?**

Our courier delivers on weekdays if you would like a weekend delivery there is an extra charge for this please enquire within.

**What do I do if my delivery has changed and my order has been processed?**

You will need send written confirmation to get it changed directly to customer services with your sales order number and once completed Customer service will confirm this with you.

**Repeat customers FAQ**

**Are there any delays I need to account for?**

Yes as all orders are print to order sometimes we may need to order base material usually we can factor this into the lead time. Please be vigilant with lead times and ensure you order in good time to avoid disappointment.

**Can I just send across my request via email to be processed assuming you know what I have ordered - the last time I ordered was 2016?**

Yes and we'll always confirm your order with you before bulk production.

**I need a repeat order how do I go about this?**

Please provide your full company name and address along with artwork references and if any detailing needs to be changed on the artwork, please clearly include this with a telephone number so we can update you of the progress.