



# VSEVEN

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## Packaging Guide 2022

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# Typography

The Myriad Pro font family has been chosen for all branded messages. It's versatile, easy to read and has a universal appeal. Using a single type family brings unity to V7 brand packaging and creates visual interest when incorporating various weights and styles.

## Myriad Pro - Regular

abcdefghijklmnopqrstuvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890.,:;!/?&/%\*--\$

## Myriad Pro - Semi-Bold

abcdefghijklmnopqrstuvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890.,:;!/?&/%\*--\$

## Myriad Pro - Condensed

abcdefghijklmnopqrstuvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890.,:;!/?&/%\*--\$

## Myriad Pro - Bold Condensed

abcdefghijklmnopqrstuvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890.,:;!/?&/%\*--\$



# Logo Guidelines

To protect the integrity of our identity, a minimum amount of space surrounding the V7 logo is to be left clear of text, logos, symbols and other design elements. Under no circumstances should a design element compete with the logo by overlapping or crowding its position on the page.

Clear space

The logo needs to have clear space around it at a minimum of 1X.



Pantone 2925C



Pantone Cool Grey 7C



# Logo Guidelines - For Product

For products, a simple one color version of the logo is used. We specify PMS Cool Gray 10C for black colored products and PMS Cool Gray 5C for while colored products for the application of the logo. For sizing, general rule is 6mm wide, but this will vary greatly by product and ultimately must be reviewed by brand team. If you have any questions on usage, just ask.



Grey version  
PMS Cool Grey 10C



Grey version  
PMS Cool Grey 5





Product information (Model Number, Description and Barcode) will be direct printed and the barcode can be labeled when needed. The logos and product photos will have a UV treatment for an up-market look and feel



# Serial Numbers + UPC Barcodes

Electronic devices with electronic components such as mice and keyboards require a serial number. Serial numbers should be on the rating label, the product packaging and the range of serial numbers should go on the outside of the master carton.



The logic of the Serial Number - How to incorporate a date in S/N?

**BMSSSSSSDYWWCNNNNN**

<b>B</b>	Brand (V for V7)
<b>M</b>	Where Material Number Starts
<b>SSSSSS</b>	7 Digit SAP Material Number - Issued by V7
<b>D</b>	Where Date Starts
<b>Y</b>	Last Digit of the Year
<b>WW</b>	Workweek (34 for Wk 34)
<b>C</b>	Where Counter Starts
<b>NNNN</b>	Counter for production (00001 for 1st unit, 99999 for 99,999th unit)
SKU assigned in the V7 system: SKU assigned in the V7 system: Model# ABC6000-BT-WHT = SKU# 9999001 If this was 1000 units of above were made in wk 1 of 2014, it will be VM9999001D401C00001 ~ VM9999001D401C01000	

**S/N (Serial Number):** Add the Serial Number on top of the Localized Part Number, Use Code 39

**UPC/EAN Code/s:** If two codes are provided by Ingram Micro PLEASE also print the letters "UPC" and/or "EAN" next to the barcode, to avoid mislabelling or misscanning. Minimum size: 3 x 1.5 cm (EAN=EAN13, UPC=UPC-A) If only ONE code is provided by Ingram Micro, it will be a globally working (UPC-A) Code. **Make sure it starts with the Numbers – 662919 – There should be no '0' in front and it should be 12 digits**

**DO NOT RELY SOLELY ON ARTWORK PROVIDED BY INGRAM MICRO, PLEASE ASK FOR UPC CODE SEPARATELY DURING PRODUCT LAUNCH AND AUDIT ARTWORK.**

**IT IS SUPPLIER'S RESPONSIBILITY TO DOUBLE CHECK IF PRINTED ARTWORK HAS THE CORRECT UPC CODE.**



# Batch Codes

If a serial number is needed for non electrical devices with non electrical components; a batch code should be used instead and placed as a sticker in an inconspicuous place.

Batch Codes Should use a 4 digit number. The first two number represents the last two digits of the current year of manufacture and the last two digits represent the month of manufacture.

## Example

1810

Year: 2018  
current year of  
manufacture

Month: October (example)  
current month of  
manufacture



## Placement

Placement of the sticker should be in an inconspicuous spot such as under the base of a product or behind the product where it is not easily visible.

1810



# 1. For Electronic Product Packaging - FR Product Recycling Requirement

For products **without** Power cord/ adapter - no removable battery



**Example:**  
Wired Mouse  
Wired Keyboard  
Wired Headset  
Cables  
BT Headset

For products **with** removable battery



**Example:**  
Wireless Mice

For products **with** AC Power cord or adapter



**Example:**  
Monitor  
Docking  
Powered Speaker

For battery products



**Example:**  
Notebook Battery  
UPS Battery

For products Large products **with** Power cord/ adapter/accessories

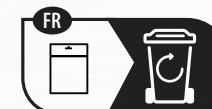


**Example:**  
IFP  
Charge Cart

## 2. For Non-Electrical products: Packaging Waste Recycling Requirement



Retail Box



Envelope

**Example:**  
Desk mounts  
Privacy filters

For Manuals, Warranty  
(Paper Only)



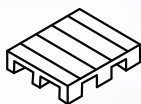
## 3. Master Carton shall include:



**Example:**  
All Products

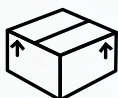
# Italy Packaging Recycling Requirement

## Pallets



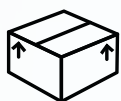
**FOR 50**

## Master Carton



**PAP 20**

## Retail Package (Multiple waste materials)



**PAP 20**

Box



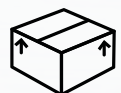
**PET 1**

Polybag



**PET 1**

Clamshell



**PAP 21**

Envelope



**PET 81**

Blister

## Retail Package (Single waste material)



LDPE

Polybag



PAP

Paper



PET

Clamshell

## Inner Packaging



**HDPE 2**

Plastic Tray



**PS 6**

Styrene Foam



**PET 90**

Anti-Static Cover



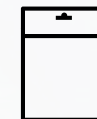
**LDPE 4**

Plastic Bag (cables)



**HDPE 2**

Closed Cell Foam



**LDPE 4**

Plastic Bag

## Collateral



**PAP 22**

Manuals/Warranty

## All Packaging



EU Recycle

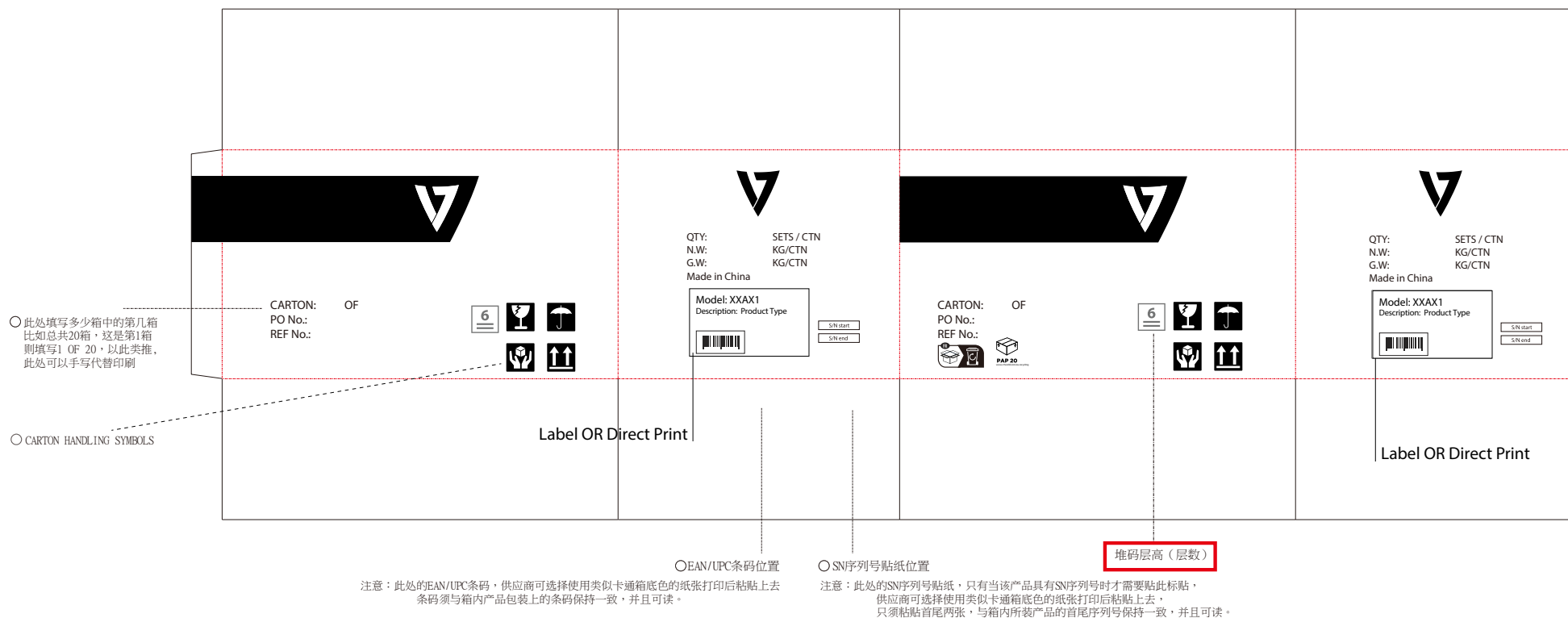


# Packaging Example - Master Carton

All products will end up in a master carton for palletizing and shipping. Here is a sample of what it looks like and necessary shipping info.

t

1. 此图仅作印刷内容的说明，具体尺寸请以按实际装箱制作为准
2. 材质：K=K，颜色为普通牛皮纸箱颜色
3. 纸箱上的信息请供应商按实际情况填写



# Thank you.

Thank you for reviewing our packaging guidelines. Should you have any questions, please contact us. We're here to help.

## **Approval**

All branded items must be approved by V7 prior to production. Please note that we require 2 business days turnaround time for each review stage, including our final approval.

## **Proprietary Ownership**

V7 has ultimate ownership of all packaging files created by the manufacturer for V7 products. Once packaging is approved, it is a requirement that the manufacturer send a workable file to V7 for storing and archiving purposes.

## **Contact**

If you have any questions or have files ready for approval, please contact:

### **Rich Cohen**

Marketing Manager

Ingram Micro Inc.

714.382.1240

[rich.cohen@v7-world.com](mailto:rich.cohen@v7-world.com)

