

PRIVATE LABEL PROCESS

CUSTOMER STEPS AND CHARGES

Thank you for your interest in private labeling Kutol hand hygiene products. **PLEASE READ THIS PAGE CAREFULLY** for information to ensure your labels are completed in a timely manner. Contact Kutol sales at 1-800-543-4641 or 513-527-5500, or email: sales@kutol.com for any additional questions.

- 1) Decide which dispensing system / product you want private labeled.
- 2) Make sure minimums and other requirements are met (see following pages).
- 3) Kutol will create art for the label at no charge, or you can create the art. ***If you are creating the art, tell us before beginning your art and Kutol will provide the correct template to you. If your art does not fit our template, it will be rejected.*** We require that a Kutol label number be placed in at least 5pt. type on all labels. If you do the art, we will give you that label number. The Kutol label number is placed in an inconspicuous location on the label.
- 4) If Kutol does the art, you will need to supply any logos or graphics you require for the label (see 5). **Several design choices will be presented to you, from which you choose one.**
- 5) There are certain types of art files that Kutol will accept in order to make sure the finished label is as attractive and professional as possible. **Illustrator (vector) art files with the .ai extension are required for most situations.** Vector format allows us to specify colors and drop out the white background behind the logo. Hi-resolution jpg, tif, or psd files may be able to be used depending on the complexity, but these are CMYK (process colors) and we will need the equivalent spot colors. PDF files are acceptable IF they have first been created in Illustrator and then converted to PDF format. **DO NOT SEND LOGOS PULLED FROM A WEBSITE** as these are too low-res and will be pixelated when printed on the labels. Logos pulled from the web will likely cause a delay in the project.
- 6) Kutol does not charge for art and design services. We **DO** charge for the plates, films, and screens that printers or pre-press people create for the final printing. These are out-of-pocket costs from our outside vendors that we pass on to you. **The plate charges are in ADDITION to any product /dispenser prices quoted by a salesperson.**
- 7) Regardless of who does the art, you will see a final proof of the art to approve before art is sent to printer. The Artwork Approval form will include the printer/pre-press charges. We ask that you review the art and charges carefully before signing as you are responsible for any errors. If there are printer/pre-press charges, we also **require a P. O. be sent to us for those charges BEFORE the label goes to the printer. This P. O. is handled through the art department. It is separate from the P. O. for the actual product and will be invoiced to you separately.** These pre-press charges are one-time only unless there is a label revision.
- 8) **Generally, lead time on the initial order is 5-6 weeks from approved art to finished/filled product;** on subsequent orders, lead time is generally 4 weeks. If art is approved but the P. O. for the product order has not yet been received, we will hold off on printing the labels until the product P. O. is received. To expedite your private label order, submit the P. O. for the product first and then we will begin work on the art.
- 9) To help control costs, **Kutol orders 2-4 times the initial order of labels.** If you have revisions after the labels have been printed, or if there are regulatory changes, you will be responsible for purchasing the labels, finished goods and packaging that Kutol has in inventory. This can occur if you make a graphics, logo or address change, or if there is a global regulatory decision beyond Kutol's control (i.e. ban on Triclosan) requiring formula and/or label changes. There will also be new pre-press charges (see 7). We will let you know the cost of the existing inventory. **In most cases, if you want to use up the inventory BEFORE moving to the revised labels, there will be no inventory charge.**
- 10) A proof of the **Case Label** (placed on outer shipping carton) will be sent to you also for approval after the private label development process is underway. There is no charge for in-house, Kutol-generated case labels.

PRIVATE LABEL PROCESS

Thank you for your interest in private labeling with Kutol Products. Lead times on private label products are generally 5-6 weeks from receipt of purchase order. The process below will help ensure products are completed in a timely manner – **PLEASE REVIEW CAREFULLY.** Any deviations from this process may cause delays.

SET-UP

Work with your Kutol sales rep to determine the products/dispensing systems you want private labeled, ensuring all minimums and requirements are met. Determine third party certifications.

CREATING PRODUCT LABEL ARTWORK

Label artwork can be created by Kutol or by the customer. There is no charge for Kutol's art and design services. Whether the art is created by Kutol or by the customer, there is a charge for the plates, films and screens required for final printing. Plate charges are in ADDITION to any quoted product/dispenser prices.

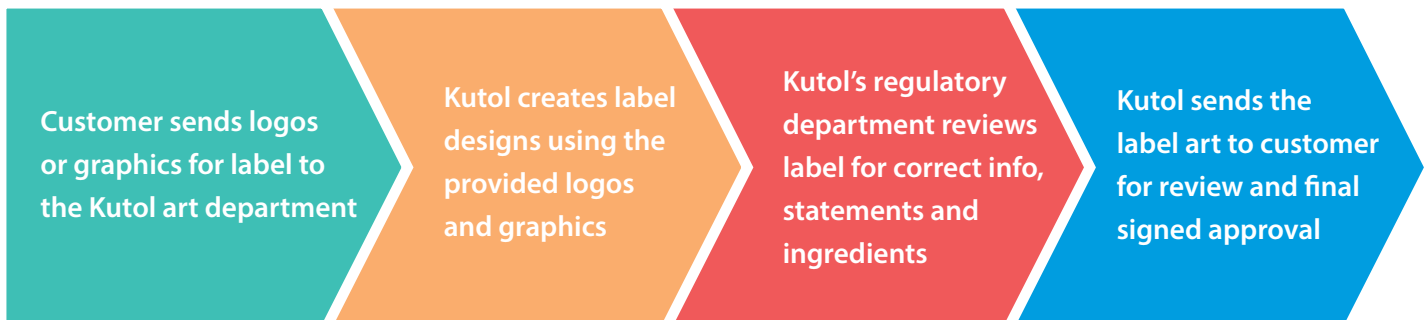
Use this list to identify necessary information before work on the label starts:

Who is creating the label artwork: ☐ Kutol ☐ Customer

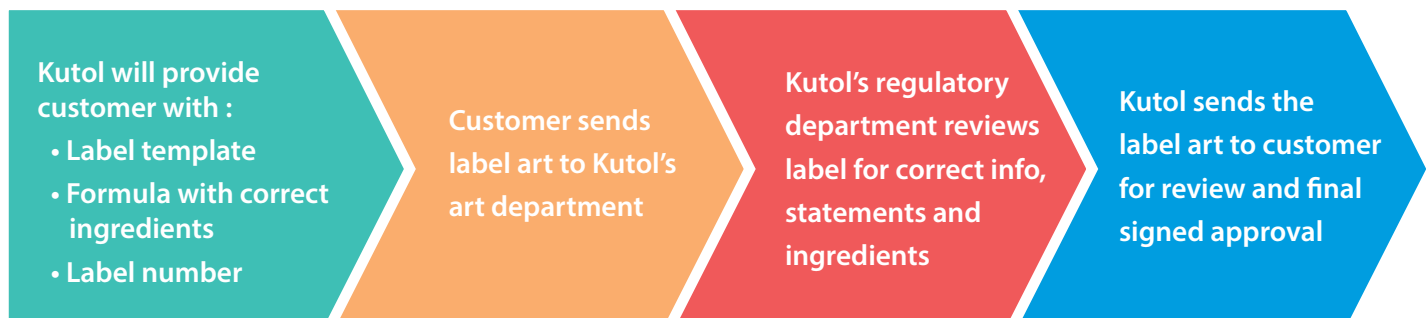
Can the Kutol art department work directly with the customer or does the sales rep prefer to handle those communications? (If sales rep, include name, email and phone.):

Customer contact for artwork creation and/or approval (include name, email and phone):

If **Kutol** creates label artwork



If **Customer** provides label artwork



*Artwork must fit within this template. Label number must be on the label at the bottom; minimum 5 pt. type.

Contact your Kutol representative with questions or email marketing@kutol.com.

LABEL ARTWORK APPROVAL

In both scenarios, Kutol will send an “Artwork Approval Form” to the customer for review and signature. It will include any applicable printer/pre-press charges. The label artwork and charges should be reviewed carefully as the customer is responsible for any errors. Kutol requires a P.O. for any printer/pre-press charges BEFORE the label goes to the printer. This P.O. is handled through the art department and since it is separate from the P.O. for the actual product, will be invoiced separately. These pre-press charges are one-time only unless there is a label revision.

CASE LABELS

- The case label (placed on outer shipping carton) is created by Kutol at no charge
- Customer may request a logo be placed on the case label, or send Kutol specially formatted art
- Customer will receive a proof to approve prior to printing
- All case labels are black print on a white label

GRAPHICS

Illustrator (vector) art files with the .ai extension are preferred for all label art. PDF files created from vector art (not scanned or image PDFs) are acceptable. Label art should be built as spot colors, not process colors. Images used on the label should be high-res jpgs, tiffs or eps.

DO NOT SEND LOGOS FROM A WEBSITE: most are too low-res and will be blurry when printed. Logos pulled from the web, or in any other low-res format, will likely cause a delay.

Contact info: marketing@kutol.com

3rd Party Certifications

Green Seal®, Ecologo®, NSF®, Biopreferred™



Many of Kutol hand soap and sanitizer formulas have 3rd party independent certifications or registrations including Green Seal®, Ecologo®, NSF® or Biopreferred™. Private label customers must apply for these designations, even when using the same formula, under their company and brand name.

Kutol will assist with:

- Sub-registering products under Kutol’s formulas. This will save the cost of the product review and testing by the 3rd party organization. Testing formulas can be a rigorous and stringent process with high fees so this is a cost savings.
- Required paperwork, helping to relieve the burden of filling out the correct forms.

Customer responsibility:

- Per product/per SKU cost
- Annual fees

Estimated time from beginning of the certification process until acceptance is about 3-6 weeks. This process typically occurs at the same time as the artwork process to avoid any delays.

PRIVATE LABEL Designer Series Wall Mount

OPTION: Refill Bag labels are printed with private label information

Example:



Customer cost: \$75 printer plate charge per color
Example shown: orange is 1 color = \$75.00
Typically these are printed in 1 color
Customer minimums: 100 cases (6/1000 mL or 6/1200 mL per case)
150 cases (4 / 1000 mL per case)
Colors available: any PMS* color (approx. 800 colors)
Labels will be printed and applied to bags before being shipped.

There is NO CHARGE for artwork created by Kutol graphic design department. If you wish to create your own art, Kutol will provide the templates to you.

MANUAL DISPENSERS

FREE Dispensers to support NEW INSTALLATIONS (NO case requirement)**

** must be approved by Kutol

STANDARD COLORS

Standard (Stock) Dispensers are available in:
 Black with Black Trim/Push Pad, Lt. Gray with Gray Trim/Push Pad,
 White with Gray Trim/Push Pad, Black with Chrome Trim*,
 White with White Trim/Push Pad, and KIDS Multi-Color.

* **Black with Chrome trim are \$3 each additional**

Minimum Order: 1 dispenser (or 6 per case)

Lead Time: within standard 5 business days.

MANUAL



NO TOUCH DISPENSERS

No Touch "M-FIT" Dispensers (PAY PROGRAM)

Pay \$25.00 per dispenser.

Uses same Manual 6/1000 mL or 6/1200 mL refills.

No Touch Dispensers (FREE PROGRAM)

Pay \$25.00 per dispenser, up front - Kutol credits \$25 back with POD**

** **All POD's must be received within 90 days of delivery to customer.**

NO TOUCH



STANDARD COLORS

Standard (Stock) Dispensers are available in:
 Black with Black Trim, Lt. Gray with Gray Trim,
 White with Gray Trim, Black with Chrome Trim*, and
 White with White Trim.

* **Black with Chrome trim are \$3 each additional**

Minimum Order: 1 dispenser (or 6 per case)

Lead Time: within standard 5 business days.

PRIVATE LABEL

Designer Series Wall Mount

Window card created with private label info:

Choose WE PRINT FOR YOU (Kutol designs and prints commercially) or PRINT YOUR OWN (customer designs and prints on their own desktop printer)



Option 1: WE PRINT FOR YOU (Kutol designs and prints the cards):

Customer cost: \$75 printer plate charge per color

Example shown: dark red and black is 2 colors = \$150.00

Typically these are printed in 2 or more colors

Customer minimums: 300 dispensers OF SAME COLOR ordered to have Kutol print window cards commercially. 1000 window cards will be printed, any remaining cards will go into inventory for future orders at the 300 minimum.

Colors of ink available: any PMS* color (approx. 800 colors)

Commercially printed cards will be printed and packed loosely in the dispensers before shipping. Dispenser installer will need to open dispenser and slide card into window slots. Complete instructions are enclosed with dispenser.

* Pantone Matching System

Option 2: PRINT YOUR OWN:

If less than 300 dispensers, customers can print their own window cards on a desktop printer using our custom perforated card stock (works with inkjet or laser printers).

Card stock can be ordered through our partners at perforatedpaper.com by calling the customer service dept. at perforatedpaper.com, 888-509-1233, OR emailing: support@perforatedpaper.com, and requesting:

Item # SOAP DISPENSER WINDOW CARD 15.

This item is a custom item and is NOT listed on their website, you must order through perforatedpaper.com customer service.

Customer cost: There is no charge for the card stock, you only need to pay for shipping the stock to you.

Art Templates for Print Your Own window cards are located on our website www.kutol.com under Tools & Resources.

Examples of Print Your Own:



DECO Dispenser

Manual and No Touch M-Fit



Black with black
Trim/Push Pad

Gray with gray
Trim/Push Pad

White with white
Trim/Push Pad

Large message area - 3.5" x 3.5"

Customer cost: \$75.00 set-up charge, + \$2 each dispenser additional

Customer minimums: 24 dispensers of one dispenser color, order in quantities of 6.

Full color logo/message can be printed.

Logo MUST be high resolution jpg, or vector art.

4 week lead time from approval of art proof.

There is NO CHARGE for artwork created by Kutol graphic design department. If you wish to create your own art, Kutol will provide the templates to you.

Information on this page is current as of 04/2021.

Prices and minimums are subject to change without notification, however, we will make every effort to notify rep/customer at the early stages of the private label process.

PRIVATE LABEL EZ Foam Wall Mount and EZ Foam No Touch Wall Mount M-Fit

OPTION: Bag labels are printed with private label information

Example:



Customer cost: \$75 printer plate charge per color
Example shown: orange is 1 color = \$75.00
Typically these are printed in 1 color

Customer minimums:
100 cases (6 /1000 mL per case)
150 cases (4 /1000 mL per case)

Colors available: any PMS* color (approx. 800 colors)

Labels will be printed and applied to bags before being shipped.

DISPENSERS

OPTION: Adhesive window “eyeball” shaped label is printed with private label info



Manual



No Touch M-Fit

Customer cost: \$75 printer plate charge per color (this is a one-time charge unless graphics changes are made)
Example shown: dark red and black is 2 colors = \$150.00
Typically these are printed in 2 or more colors

Customer minimums: 288 dispensers -1000 labels will be printed, the additional labels over the 288 will be placed in inventory for future orders at the 288 minimum.

Colors available: any PMS* color (approx. 800 colors)

Labels will be printed and packed loosely in with the dispensers before shipping. Dispenser installer will need to adhere label to window. Complete instructions are enclosed with dispenser.

PRIVATE LABEL EZ Foam NO TOUCH Wall Mount (4-pack Refill Fitment)

OPTION: Bag labels are printed with private label information

Example:



Customer cost: \$75 printer plate charge per color
Example shown: orange is 1 color = \$75.00
Typically these are printed in 1 color

Customer minimums: 150 cases (4 / 1000 mL per case)

Colors available: any PMS* color (approx. 800 colors)

Labels will be printed and applied to bags before being shipped.

DISPENSERS

OPTION: Adhesive window "eyeball" shaped label is printed with private label info



No Touch
(Dove Gray)



No Touch
(Black)

Customer cost: \$75 printer plate charge per color
Example shown: dark red and black is 2 colors = \$150.00
Typically these are printed in 2 or more colors

Customer minimums: Customer minimums: 288 dispensers
1000 labels will be printed, the additional labels over the 288
will be placed in inventory for future orders at the 288 minimum.

Colors available: any PMS* color (approx. 800 colors)

Labels will be printed and packed in with the dispensers before shipping.
Dispenser installer will need to adhere label to window. Complete
instructions are enclosed with dispenser.

There is NO CHARGE for artwork created by Kutol graphic design department.
If you wish to create your own art, Kutol will provide the templates to you.

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* Pantone Matching System

PRIVATE LABEL Topfill™ Counter Mount

OPTION: Bag labels are printed with private label information



Customer cost: \$75 printer plate charge per color
Example shown: Pink and Black is 2 colors = \$150.00
Typically these are printed in 2 colors

Customer minimums: 150 cases (4 /1000 mL per case)

Colors available: any PMS* color (approx. 800 colors)

Labels will be printed and applied to bags before being shipped.

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* Pantone Matching System

PRIVATE LABEL

Clean Shape

1000 mL (liquid) and
950 mL (foaming)



Example:
Left side

Right side

Directions,
Warnings, and
Ingredients are
on label UNDERNEATH
top label,
just peel off top label here



CleanShape uses a left side and right side label that are identical. This is to allow the bottle to be placed either way on the counter with the graphics clearly visible.

The Directions, warnings and ingredients are on a label underneath the top left label. The top label "peels off".

Customer cost: \$75 printer plate charge per color

Example shown:

LEFT- Blue and Dk. Red is 2 colors = \$150.00

UNDERNEATH LEFT- gray is one color = \$75.00

RIGHT- Blue and Dk. Red is 2 colors = \$150.00

TOTAL PLATE COST: \$375.00

Customer minimums: 100 cases (8 per case)

**Colors available: any PMS* color
(approx. 800 colors)**

**Labels will be printed and applied
before being filled and shipped.**

PRIVATE LABEL

Clean Shape ALTERNATIVE

Example:
Left side

Right side



**Labeling can be done with graphics on one side
and Directions/Warnings/Ingredients on other side.**

Customer cost: \$75 printer plate charge per color

Example shown:

LEFT- gray is one color = \$75.00

RIGHT- Blue and Dk. Red is 2 colors = \$150.00

TOTAL PLATE COST: \$225.00

Customer minimums: 100 cases (8 per case)

Colors available: any PMS* color (approx. 800 colors)

Labels will be printed and applied before being filled and shipped.

* Pantone Matching System

There is NO CHARGE for artwork created by Kutol graphic design department.
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PRIVATE LABEL DuraView Label

2 L
Front label is custom designed -
the Directions, Warnings, and Ingredients are on BACK label.
This back label is a generic black and white label which is pre-printed and there is no charge for plates.
If you prefer a custom back label, there will be a charge for plates @ \$75 per color.

Example:

2 L



View of back label

4 L



4 L
Front label is custom designed and
the Directions, Warnings, and Ingredients are on the BACK label.
This back label is a generic black and white label which is pre-printed and there is no charge for plates.
If you prefer a custom back label, there will be a charge for plates @ \$75 per color.

Customer cost for either 2 L or 4 L label shown:
\$75 printer plate per color
Example shown: Teal and Dk. Red is 2 colors = \$150.00
Typically these are printed in 2 colors

Customer minimums:
100 cases 2 L (4 per case)
100 cases 4 L (2 per case)

Colors available: any PMS* color (approx. 800 colors)

Labels will be printed and applied before being shipped.

DISPENSERS

OPTION: Push pad imprint

Shown Here:
Kutol branded Duraview front label with private label push pad imprint



Customer cost: \$125 printer plate

Customer minimums: 144

Colors available: there are approx. 28 colors to choose from including white, silver, and gold for imprinting on black dispenser push pad 1 color printing only.

Push pads will be printed and placed on dispensers before being shipped.

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PRIVATE LABEL Miscellaneous sizes

8 oz. pump bottle- Front and back

Front and back
both have an
adhesive-backed
label
(2 labels total)



Customer cost: \$75 printer plate per color
Example shown: Front is Blue and Dk. Red
printed on a clear label, is 2 colors = \$150.00
Back is Blue only (1 color) printed on a
white label= \$75.

Total cost for plates = \$225.00

Customer minimums: 100 cases (12 per case)

Colors available: any PMS* color
(approx. 800 colors)

Labels will be printed and applied
before being filled and shipped.

16 oz. pump bottle- Front and back

Front and back
both have an
adhesive-backed
label
(2 labels total)



Customer cost: \$75 printer plate per color
Example shown: Front is Blue and Dk. Red
printed on a clear label, is 2 colors = \$150.00
Back is Blue only (1 color) printed on a
white label= \$75.

Total cost for plates = \$225.00

Customer minimums: 100 cases (12 per case)

Colors available: any PMS* color
(approx. 800 colors)

Labels will be printed and applied
before being filled and shipped.

18 oz. pump bottle-

One adhesive-backed
label wraps around
bottle



Customer cost :
\$75 printer plate per color
Example shown: Blue and Dk. Red is
2 colors = \$150.00

Typically these are printed in 2 colors

Customer minimums: 100 cases (6 per case)

Colors available: any PMS* color
(approx. 800 colors)

Labels will be printed and applied
before being filled and shipped.

Oval 4 oz. bottle

(if you look at bottom of bottle it is
oval shaped)

Front and back both have an
adhesive-backed label (2 labels total)



Customer cost : \$75 printer plate per color

Example shown: Front is Blue and Dk. Red,
2 colors = \$150.00.

Back is Blue only (1 color)
printed on a white label= \$75.

Total cost for plates = \$225.00

Customer minimums: 100 cases
(24 per case)

Colors available: Any PMS* colors

Labels will be printed and applied
before being filled and shipped

22 oz. squeeze bottle

Silkscreen printed,
one-color, two sides

Label is silkscreened directly onto bottle
Silkscreen in one color ONLY
Silkscreen on front and back
Customer charge for screen = \$130.00

Customer minimums: 100 cases

Colors available: Blue,
light blue, red, dark red, orange, green,
dk green, teal, brown, pink, black, gray.
PMS color matches are an additional charge.

Labels will be printed and product filled
before being shipped



1.7 oz. foam bottle

One adhesive-backed
label wraps around bottle

Customer cost :
\$75 printer plate per color

Example shown: Black and Dk. Red is
2 colors = \$150.00

Typically these are printed in 2 colors

Customer minimums: 100 cases
(24 per case)

Colors available: any PMS* color
(approx. 800 colors)

Labels will be printed and applied
before being filled and shipped.



5 oz. hand cream tubes

One adhesive-backed
label wraps around tube

Customer cost :
\$75 printer plate per color

Example shown: Blue and Dk. Red is
2 colors = \$150.00

Customer minimums: 300 cases
(12 per case)

Colors available: any PMS* color
(approx. 800 colors)

Labels will be printed and applied
before being filled and shipped.



1.5 oz. tottle bottles

Front and back both have an
adhesive-backed label
(2 labels total)

Customer cost :
\$75 printer plate per color

Example shown: Front is Blue
and Dk. Red, 2 colors = \$150.00.
Back is Blue only (1 color)
printed on a white label= \$75.

Total cost for plates = \$225.00

Customer minimums: 300 cases
(48 per case)

Colors available: any PMS* color
(approx. 800 colors)

Labels will be printed and applied
before being filled and shipped.



* Pantone Matching System

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PRIVATE LABEL

Gallons & half-gallons - silkscreen-print on gallon, one color only

Pour Top Gallon

Example:

Directions,
Warnings,
Ingredients
around back



Flat Top Gallon

Example:

Directions,
Warnings,
Ingredients
around back



Customer cost: \$80 for silkscreen film and screen, \$90 if there is a tint of a color

Example shown: Dk Red = \$80

Gallons can ONLY be silkscreen printed in 1 color.

Customer minimums: 100 cases (4 gallons per case)

Colors available: Blue, light blue, red, dark red, orange, green, dk green, teal, brown, pink, black, gray.

PMS color matches are an additional charge.

Gallons & half gallons - adhesive-backed label

Adhesive-backed labels for flat gallons, pour gallons and half-gallons incur an additional cost per gallon

Multiple colors allowed

Customer cost: \$75 printer plate charge per color

Example shown: Dk. Red, Lavender, Blue, and Green is 4 colors = \$300 plate charge, plus \$.0.50 additional per gallon

Customer minimums: 100 cases (4 bottles per case)

Colors available: Any PMS colors*

Labels will be printed and product filled before being shipped

Pour Gallon or Flat Gallon
1 label that wraps around

Directions,
Warnings,
Ingredients
around back



Half Gallon
2 labels on
opposite sides

Square Pump Gallon

Two adhesive-backed labels on opposite sides.

Example:

Directions,
Warnings,
Ingredients
on back
label



Customer cost: \$75 printer plate charge per color, per side

Example shown: Front: Blue and Dk. Red is 2 colors = \$150.00

Back: Blue and Dk. Red is 2 colors = \$150.00

Total printing plate cost: \$300

Typically these are printed in 2 colors

Customer minimums: 100 cases (4 gallons per case)

Colors available: any PMS* color (approx. 800 colors)

Labels will be printed and applied before being filled and shipped.

There is NO CHARGE for artwork created by Kutol graphic design department. If you wish to create your own art, Kutol will provide the templates to you.

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* Pantone Matching System

Bag-In-Box Refills (boxless bags)



800 mL, 1000 mL (fits in 800 mL dispenser) and 1200 mL refills

Customer cost: \$75 printer plate charge per color
Example shown: dk red & black is 2 colors = \$150.00

Customer minimums: 100 cases (12/800 mL, 10/1000 mL or 8/1200 mL)

Colors available: any PMS* color (approx. 800 colors)

Labels will be printed and applied to bag before being shipped.

* Pantone Matching System

Bag-in-Box DISPENSERS - 800 mL and 1200 mL
Adhesive front label is private label

Also applies to Bottom Foam Dispensers 1000 mL



Off-white



Black

Customer cost: \$75 printer plate charge per color
Example shown: dk red & black is 2 colors = \$150.00

Customer minimums: 300 dispensers of the same color. 1000 labels will be printed, any remaining labels will go into inventory for future orders at the 300 minimum.

Colors available: any PMS* color (approx. 800 colors)

Labels will be printed and applied to dispensers before being shipped.

* Pantone Matching System

There is NO CHARGE for artwork created by Kutol graphic design department. If you wish to create your own art, Kutol will provide the templates to you.

Information on this page is current as of 04/2021.
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