

## **BIC USA Inc. (BIC) PRODUCTION GUIDELINES**

*Thank you for choosing BIC USA Inc. ("BIC") for your logo lighter needs. These guidelines explain essential technical requirements that you must follow to enable us to fulfill your order.*

### **Production-Ready Order**

#### **Standard Processing and Production Times**

Standard processing and production time is 5 business days upon receipt of final signed artwork proof for orders under 10,000 units. For orders greater than 10,000 units please contact customer service for estimated processing and production time. An additional 5-7 business days is required for standard ground shipments.

See Production-Ready Art section for requirements.

### **Production-Ready Art**

Please provide artwork files via the logo portal, [www.BICLogolighter.com](http://www.BICLogolighter.com). Artwork should not need any additional touch-up, design, color separation or rearranging for production use.

You are solely responsible for securing any licenses, Authorizations necessary for us to use the artwork you submit in the production of the logo lighters you have ordered. Artwork when submitted is assumed to be in full compliance with laws governing copyrights, trademarks, etc. We are not responsible for typographical errors incorporated into submitted artwork. We reserve the right to make slight alterations in copy and logos to adapt to imprinting processes.

Please Note:

- You may be contacted to confirm that you have the appropriate licenses, authorizations or releases to use your submitted Artwork.
- BIC reserves the right not to print any logo or message that is deemed inappropriate.

#### **Electronic Artwork**

Artwork will only be accepted digitally from the following programs:

- Adobe Illustrator® .ai (all fonts converted to outlines)—preferred format
- Photoshop®
- InDesign® files InDesign® saved as PDF .pdf - files must be sent with the linked file. A linked file may include .eps formats
- CorelDraw® (Use Publish PDF)

Submit a copy of the art layout with the order.

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### **Vector Art**

We recommend using vector art because it produces the highest quality artwork. It is "resolution independent," which means it can be enlarged without affecting the quality of your imprint.

### **Minimum Line Weights and Type Sizes**

Minimum Font Size: 6 pt = 2.12 mm = 0.835 inches

Minimum Line width: 0.5 pt positive /0.5 pt negative = 0.176 mm = 0.007 inches

### **Registration of Multicolor Designs**

In multicolored designs where it becomes necessary to register one color next to another, there is the possibility of misregistration amounting from approximately 1/64"–1/16" depending on the size and shape of the item being imprinted.

### **Typesetting**

We can add text to your imprint at no additional charge. Send us a TYPEWRITTEN version of the text, specifying typeface, point size and case. When timesteps are not specified, our typesetters will set your copy for what they in their sole discretion deem to be the best effect. Your copy must be at least the minimum point size required for each product.

When you choose script fonts, they are only legible when set in upper/lower case. Due to variances in product surfaces, some logos and geometric shapes may distort when printing on curved products.

### **Standard Font Types**

For a full list of currently available font types, please click <https://www.shopbic.com/-/media/files/BIC-Font-Availability-Guidelines.pdf> . We reserve the right to change the available fonts and colors at any time in our sole discretion.

# **BIC USA Inc. (BIC) PRODUCTION GUIDELINES**

## **Lighter Body Colors:**



## **Standard Imprint Colors**

### **Stock Imprint Color Palette (PMS Solid Coated list)**



### **Standard Imprint Color Palette (PMS Solid Coated list)**

The color match numbers listed above are for reference only. Please refer to the color choices on the Website. The actual imprint colors may not be an exact match to the color number and we are not responsible for any deviation.

Due to variations in material, imprint methods and ink opacity, exact color matching cannot be guaranteed on all colored substrates. BIC will try to match the color as close as possible and will send a proof for review. Non-standard PMS colors may be provided to BIC at an additional \$25USD fee.

Grayscale and color gradation are not acceptable.

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Maximum colors per side: 4

### **Artwork Guidelines**

Our Website allows you to imprint BIC® Lighters with a logo using Artwork. You are responsible for the Artwork you submit or submit on a customer's behalf. You must comply with these [Terms and Conditions](#), the [Legal Notice](#), the Artwork Submission Guidelines and the [Production Guidelines](#) available on the website, and all local, state, federal or international laws.

- You are solely responsible for **obtaining all necessary approvals, permissions and licenses before submitting the Artwork.**
- Our acceptance of the Artwork does not release you from your obligations as seen in these terms and conditions and the [Legal Notice](#).
  
- We reserve the right to review all Artwork and to refuse Artwork for any reason in our sole opinion and discretion, including but not limited to Artwork found to not comply with the terms and conditions for BIC® Logo Lighter Business Orders or these Artwork Guidelines. You will receive an email if your Artwork is not accepted, and you will not be charged.
  
- Safety First: When choosing a logo to imprint on a lighter, remember that lighters are adult products and must be kept away from children. Do not upload images and content that could be attractive to children. For lighter safety information, go to [www.flickitsafely.com](http://www.flickitsafely.com) and [www.playsafebesafe.com](http://www.playsafebesafe.com).
  
- Below are some general categories of Artwork that will not be accepted:
  - Art geared toward children
  - Art related to any illegal or unlawful activity including illegal drugs or illegal drug use (with the exception of Marijuana Art which will be reviewed on a case-by-case basis)
  - Art that would defame, libel, abuse, harass, threaten or otherwise violate or infringe on the rights of others, including their right to privacy and their rights of publicity
  - Art with nudity or pornographic material or which contain offers for prostitution
  - Art that is discriminatory, harassing, or is an assault on or threatening to individuals or groups based on their race, ethnicity, national origin, class, sex, gender, gender identity sexual orientation, religious affiliation, disabilities, or diseases
  - Art containing content promoting terrorism or violence
  - Art that focuses on political content
  - Art that is critical of a specific religion

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- Art that is otherwise or could be considered inappropriate, unsuitable, unsafe or offensive as determined by BIC in its sole and absolute discretion
- Art that uses a third-party artwork (logo or design), or other intellectual property or proprietary right of a person without appropriate authorization

If we contact you to provide Authorization for your order the following types of authorizations may be accepted:

- Copy of your license agreement, from the trademark or copyright owner, authorizing the artwork use (we would be willing to provide and sign a confidentiality agreement);
- Email or letter from the trademark or copyright owner with approval on the owner's letterhead or company name and title in the signature;
- Manufacturer Authorization letter;
- Copy of the trademark registration or a copyright registration.

Your order may be cancelled if you are unable to provide BIC with an authorization.

### **Artwork Proofs**

Production will be initiated only after reception of the final Artwork proofs signed by the customer. No modifications to the Artwork or order will be made after the receipt of the final signed Artwork proof.

### **Speculative Sample**

Actual printed product (often completed as a presentation piece prior to the placement of an order) may be available upon request in our sole and absolute discretion. Contact Customer Service for more information.

### **Services**

#### **Copy Change**

Copy changes may be available upon request and will be quoted accordingly. Minimum order of 300 lighters apply per copy change. Logo imprint, color and location must remain the same. Production time may vary.

#### **Imprint Color Change**

Imprint color changes may be available upon request and will be quoted accordingly. Minimum order of 300 lighters apply per imprint color change. Logo imprint and location must remain the same. Production time may vary

#### **Product Color Variance**

## **BIC USA Inc. (BIC) PRODUCTION GUIDELINES**

Due to the nature of the materials and the variance in manufactured products, we cannot guarantee exact matches within orders or on repeat orders. In our continuing effort to improve our products, we reserve the right to change specifications without notice.

### **Non-Standard Imprint Color Matching**

The charge for non-standard imprint color matching is \$25USD. BIC will try to match color swatches as closely as possible. Color swatches may be sent to:

BIC USA  
331 Enterprise way, CenterPoint Commerce &Trade Park-West  
Pittston, PA 18640  
Attn: Customer Service

### **Special Packaging**

If you have special packaging needs such as special inserts or shipping combinations, please contact customer service before placing your order. We will use commercially reasonable efforts to accommodate your request. Keep in mind, some special packaging requests may require additional time and an additional charge.

### **Less Than Minimum Orders**

All imprinted orders require a minimum quantity of 300 lighters. Orders of less than 300 will not be accepted.

## **Shipping Information**

### **Freight Terms**

Applicable shipping and handling charges are added to the customer's invoice. Please check our website for product specific shipping information. Title to and risk of loss of the goods will be transferred to the customer at the time of delivery by the carrier, at which time our responsibility will cease. BIC cannot and does not assume responsibility for time delays in transit.

### **Standard Shipping**

1. Customer orders will ship via our assigned carrier, standard ground service, unless another service is specified on your purchase order.
2. Shipping available only within the United States. Some restrictions may apply to Alaska and Hawaii, please call customer service for details.
3. BIC reserves the right to change carrier and service level without notice.
4. C.O.D. shipments are not available.

**For any additional questions or concerns please contact Customer Service at:**

**1-800-546-1111**

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**BICLogoCS@bicworld.com**