

Billing

Name _____ Account # _____
 Address _____
 City _____ State _____ Zip _____
 Phone (____) _____ P.O.# _____
 Email _____

- Check if new address
- Check if this is your first order

Order Information

New Order Reorder Order with Changes
 Page # _____ Reorder # _____
 Size _____
 Quantity _____ Quote _____
 Label Stock _____
 Ink Match _____ (\$42.00*)
 Consecutive Numbering (Pages 36-37)
 First# _____ Last# _____

Artwork

Art file supplied Reduce/Enlarge to fit
 Art File format: .eps .pdf .jpg (high-res black only)
 Other _____
Note: Please provide fonts if sending original document. We print within 1/16" print margin on each side or bleed charge applies. See distributor information for complete artwork guidelines
 Additional instructions: _____

Label Layout

Copy position on label

- Flush Right
- Flush Left
- Centered

Type position on label

- Center Copy Flush Left
- Flush Right Justify

Border information

- No border
- 1/8" from edge
- Print border to bleed

Shipping

Name _____
 Attention _____
 Address _____
 City _____ State _____ Zip _____
 Drop Ship PO# _____

- Next business day by 5:00 p.m. (Ground shipping rates, catalog orders only)
- Flat Rate Ground Shipping and Handling \$8.95 (Catalog Orders Only)
- Other _____ (Billed actual rates)

Payment

Credit Card Visa Mastercard Discover American Express
 Card # _____
 Exp. Date _____ Name on Card _____
 Open Account (if not currently on open account, please enclose bank and trade references)
 Check Enclosed (Please add shipping and handling to all pre-paid orders/ ground service only)

Quantity	x	Unit Price \$	=	Extended Price \$
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Upcharges

Art reduce, enlarge, or cleanup	No charge	
Bleed	\$30.00* each	
Color Match	\$45.00* each	
Copy Changes	\$20.00* each	
Ink Changes	\$20.00* each	
Each Additional Ink Color		
Other		
Other		

*Please refer to distributor information

Total \$ _____

All copy is centered on the label and will be spaced exactly as show **unless plainly specified** otherwise. Please type/print clearly or attach a separate sheet

	UPPERCASE	Upper & Lowercase	all lowercase	
_____				Typestyles or instructions

Factory can use their own judgement in selecting: Typestyles Point sizes Layout

Selling Qualifications

Who designs your product's labeling or packaging?

- Outside Design Firm
- Retailer provides design
- In-house designer

Annual Label Volume

- Dollars
- Actual Usage per product annually

Typical purchase quantities per product?

Do you warehouse labels? Yes No

If so, why?

- Required to buy larger quantities to get better price breaks
- Like to have inventory on hand
- Very tight deadlines which require inventory to meet time lines

What type of production time do you get from your current supplier?

Do you pay for?

- Plates
- Dies
- Film Output
- Set-up
- Minor artwork enhancements

▪ **May I have a sample of the product or the label being applied to the product?**

▪ **Do you use alternate decorating methods for your product (i.e. screen printing)?**

▪ **Do you decorate the product or outsources the decoration?**

▪ **Do you have any challenges with your current supplier?**

If so, can you specify if they relate to...

- Quality
- Delivery time
- Product conformity (labels fall off or discolor)
- Product consistency (reorders look like original)
- Overall value
- Price consistency

Product Application

What surface will the label be applied to?

- Glass container Smooth Textured
- Plastic container Smooth Textured
- Metal Container Smooth Textured
- Paper/Box container Smooth Textured

What adhesive characteristics do you want in the label?

- Permanent (Most popular. Leaves residue if removed)
- Removable (Will not come off after a certain period of time)
- Ultra-removable (Removes easily; not recommended for all applications)
- Tamper evident (Checkered pattern, "VOID" pattern, & destrutable)
- Tire adhesive (Extremely strong adhesive; best for textured surfaces)
- Freezer adhesive (For products frozen at application time)

What is the product application process?

- Before...
 - *Suggest lamination*
 - *Is there moisture present when applying the label?*
 - *Is dust present when applying?*
 - *Will container shape change after filling?*
- After...
 - *Lamination "may" not be necessary*
 - *If content is solvent-based, then lamination may still be needed*

What is the product's display or storage environment?

- Warehouse (dust, humidity, etc.)
- Outdoors
- Temperature-controlled environment
- Frozen

Is the label going to be machine applied?

If so, what is...

- Roll width?
- Roll quantity?
- Rewind direction?
- Maximum outer diameter?
- Core size?

Submitting Your Order

Web - Log onto DiscountLabels.com to submit your order online for maximum speed and efficiency.

Email - Email orders and artwork to art@discountlabels.com. You will receive an immediate confirmation once your order is received.

Phone - Call 800.995.9500 to speak to one of our phone agents

Fax - Fax your order to 800.995.9600. We'll receive your order instantly and begin production.

Mail/Overnight - Send your order to USPS or your preferred overnight carrier to: Discount Labels, 4115 Profit Court, New Albany, IN 47150.

DiscountLabels.com

Online ordering with artwork upload

Online quoting with freight calculator

Online reordering for ALL orders (Including previously faxed, mailed, or phone orders)

Online invoice tracking (including previously faxed, mailed, or phone ordered)

Order receipt and shipping verification sent directly to your email

Electronic Art Help Guide