

AMERICA'S SOURCE FOR LABELS & STICKERS

SPOT COLOR ORDER FORM

For Internal Office Use

Fax It Fast: 1-888-416-1124

Local Fax: 760-329-0570 Order online: www.stickerman.com

Inv. No. _____
 P.O. L.O.
 Date: _____
 Reorder Entered By: _____

Please fill out all information

Date: _____
 P.O. # _____
 Acct. # _____
 Bill To: _____
 Address: _____
 City _____ St. _____ Zip _____
 Contact: _____
 Phone: _____
 E-mail: _____
 Fax: _____

Please UPS Ground (standard)
 UPS Next Day Air*
 UPS 2nd Day Air**
 Federal Express*
 Will Call
 Other _____

*Expedited shipments billed at cost
 **50% Off 2nd Day Air shipments for orders up to \$250
 (Continental US Only and excludes 8 1/2" x 11" Laser Sheets)

\$3.00 Flat Handling Cost applies per order (invoice)

Dropship To: _____
 Attn: _____
 Address: _____
 City _____ St. _____ Zip _____
 Dropship P.O. # (if applies) _____
 Phone: _____
(destination phone # needed for air/expedited shipments)

New Order Quote# _____ Border Yes No
 Label used for? _____ Bleed Yes No
 Applied to? _____ Screen Yes No
 Will label run through typewriter? Yes No
 Will label run through printer? Yes No
(We print within a 1/16" margin or bleed charge applies.)

Exact Reorder Date of last Order _____ Prev. Inv. No. _____
 Reorder w/Change { Quantity Ink Color
 Stock Copy Other _____
 Explain further in Special Instructions area if needed. (see dedicated area below)

Quantity: _____
 Die Number/Size: _____
 Square Corner: _____
(Roll Width x Label Length)

Standard Ink

Black Orange 165
 Red Burgundy 202
 Reflex Blue Brown
 Process Blue Pantone Yellow
 Green Pantone Purple
 Blank (no ink)

Non Standard & PMS Ink #

 Hot Foil Metallic Ink: _____

Standard Material

White Gloss Red Fluorescent
 Yellow Gloss Orange Fluorescent
 White Litho Green Fluorescent
 Gold Foil Brite / Dull Chartreuse Fluorescent
 Silver Foil Brite / Dull Pink Fluorescent
 Recycled Semi-Gloss 10% upcharge
 Clear Film 50% upcharge

Specialty Material/Information

Lamination

Please Send More:
 Order Forms
 Return Address Labels

Special Instructions:

Electronic Artwork **Complete & Fax the "Electronic File Guide" on the other side of this form with Order Form**

Art E-mailed to: ps@stickerman.com (Please fax this form and completed Electronic File Guide on reverse side of this order form along with faxed hard copy of expected output)
 Disk (Complete reverse side of this order form and send completed Electronic File Guide with order along with hard copy of expected output)
 Camera Ready Art Supplied. Use Same Size? Yes No-Size marked (See page 34 of catalog "Artwork Requirements" or at www.stickerman.com for art information)
 If your artwork is not sharp and clean, should we Print as is? Phone you for better artwork?
 Fax proof (production time begins after proof approval) PDF PROOF E-Mail Address: _____
 Use our judgment in selecting typestyles & sizes.

Unless a box is checked, all type will be centered & staff will select sizes & fonts
 Flush Left Centered Flush Right

Important: Check All Appropriate Boxes
 Please fill in all layout information & print or type clearly

ALL UPPER CASE	Upper & Lower	all lower case	Indicate Typestyles & Point Sizes Below
Line 1	Line 2	Line 3	Line 4
Line 5	Line 6	Line 7	Line 8
Line 9	Line 10	Line 11	Line 12

Electronic File Guide



Check List

1 Essential Information:

Accepted Programs:

- Mac QuarkXPress
- Mac FreeHand
- Mac Illustrator
- Mac InDesign
- Mac/IBM Photoshop
- IBM CorelDRAW
- Mac/IBM Pagemaker

Vector artwork (ie. artwork created using strokes and fills) is needed as it is easily editable and can be resized without compromising image clarity. All graphics that are not vector should be supplied at 600 dpi(optimum) or 300 dpi(minimum) and sized at 100%.

Imported Artwork:

We need ALL your artwork! For instance: If you create a picture in Adobe Illustrator or scan one in Photoshop, and then use it in your QuarkXPress layout; save it as EPS and send it along. "Collect for Output" will do all this automatically. Quality Photoshop artwork should be created at 300 dpi minimum 600 dpi preferred.

Fonts: We carry the Adobe & Corel Font Libraries. Either convert all text to paths and group OR send **all Screen and Printer** fonts used. If you use fonts other than those listed on the inside front page of our catalog, please send them. When we complete your order, we will remove them from our system.

Colors: Spot color labels should be provided as a composite, not as separations, **NOT** in RGB or CMYK. Additional charges may occur if spot color separations have to be created from artwork that was sent in as CMYK or RGB. When assigning colors to your art and text, Please use Pantone® spot colors. Trapping will be done by Factory. 100% black solids overprint all colors. White should **NEVER** be set to overprint. If a white backup is needed on clear stocks, please be specific when indicating where the white is to be and whether or not it is to show on final label.

Media & Accepted File Storage:

- E-mail • DVD • CD • ZIP • 3.5 Floppies
- FTP Transfer • Camera ready art (film or print)

E-mail Requirements:

(fax a copy of expected output)
PC files should be zipped and MAC files stuffed to preserve the original file extension, protect against file corruption and to dramatically reduce transmission time. Winzip and Stuffit utilities are available for download.

2 Flexographic Printing Specifications

1. Create your artwork within the size of the label, at 100% scaling and 600 dpi. (minimum 300 dpi)
2. Keep artwork 1/16" in from edge of label.
3. Extend bleeds 1/16" outside of the label.
4. Type must be at least 5 points. Reverse type must be bold, at least 7 points, and in a san serif font. Serif type may be used for reverse type 8 points or larger.
5. Minimum line rule - 0.5 point or .007 inches.
6. 2% minimum graduated screens. No graduations to 0%

3 Include a copy of this completed form with your label order to prevent delays

4-color Process Project? please complete separate 4-Color Process Electronic File Form

Electronic File Checklist

4-color process??? Please complete a separate 4-Color Process Electronic File Form

Company Name _____
 Contact: _____ Acct # _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone: area code () _____ - _____

File name: _____
 We carry the latest versions of the following application programs
 Please check all that apply

Mac/PC (IBM)

- QuarkXPress (include all graphics & fonts used)
- FreeHand (include all placed or linked images)
- Illustrator (black should be 100% black not a process mix.)
- InDesign (include all placed or linked images)
- PhotoShop (save files at a minimum of 300 dpi)
- CorelDRAW (PC only)
- Pagemaker (include all placed or linked images)
- EPS (Preferred!) ai tif jpg BMP
- Other _____
- PDF (Not recommended - we will only accept PDF files after we have verified that they are useable - we recommend EPS files instead)
- Camera Ready- film or print
(Film or print samples with screens are not recommended)
- Other _____

Nature of Order:

- New
- Reorder as before: previous invoice# _____
- Reorder with changes: previous invoice# _____
(Please provide new art and detailed description of changes)

Fonts enclosed: _____
 ----- IMPORTANT!!! -----

Enclose hard copy printout(s) of your product including a composite and separations where applicable.
 Failure to include these items could result in a delay of your order!

- YES! I have enclosed a paper printout!
- YES! I have faxed a copy of the expected image output with my E-mail!
- YES! My files are provided as spot colors, not as four color process (avoid delays).

Customers should provide a jpeg, PDF or gif file to be used as their "Customer Supplied Electronic File Printout". If not provided, they can fax a printout of their expected image output as long as the fax is clear and legible. If the fax is too difficult to make out, the factory may suggest sending out a proof. Extensive reworking such as trapping, separations, or other fixes will be billed at \$15 per 15 minute increment with advance notice, when possible, and customer pre-approval.

America's Source for Labels & Stickers

➔ Important: Fax or send this completed Electronic File Guide with Order Form or P.O. ➔