

DATE/ \_\_\_\_\_

SHIP TO: \_\_\_\_\_

Remember, UPS requires a street address

Please give us your full city name—don't use local initials

PHONE/ \_\_\_\_\_

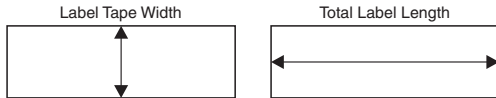
**Important!** Please include your phone number in case we need to contact you

CONTACT/ \_\_\_\_\_  
 NAME

FAX/ \_\_\_\_\_

EMAIL/ \_\_\_\_\_

See page 6 of the **Fabric Label Brochure** for all available label tape widths



Label Size \_\_\_\_\_ X \_\_\_\_\_

Ink Color(s) \_\_\_\_\_

Label Material \_\_\_\_\_

Material Color \_\_\_\_\_ Total Quantity \_\_\_\_\_

How do you want your Proof?

Fax  Email  Mail to above address

- Remember, there is a \$3<sup>00</sup> charge for a proof if ordering less than 1,000 labels.
- If proofs are mailed, it can add one to two weeks to your order cycle.
- Try to supply us with an email address or a fax number.

Fax Proof To: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Proof To: \_\_\_\_\_

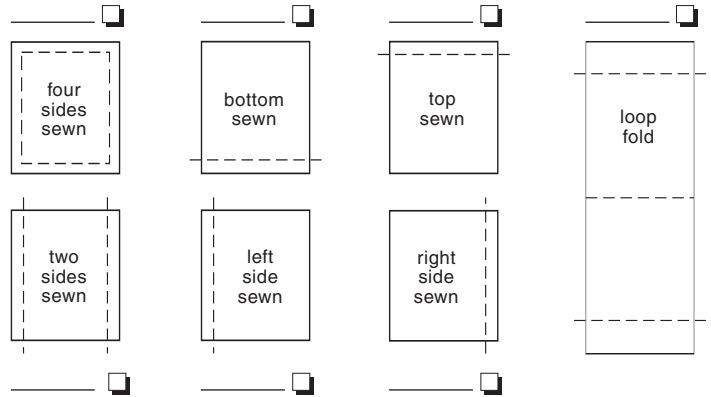
Which file format?:  PDF (Adobe Acrobat)  JPG

We want to get your labels to you as quickly as possible. To do this it's important that you fill in all spaces on this order form. If all the required information isn't included, **we cannot make decisions for you**.....and we then have to contact you.....delaying your order. Please call or email Customer Service with any questions before sending us this order form.

**Sew Space:** It is important that we know how you intend to sew your labels into your product so the printed copy can be positioned properly. Be sure to show sewing margin as part of your drawing and label measurement; then indicate that space with a dotted line on your drawing and tell us how much is needed.

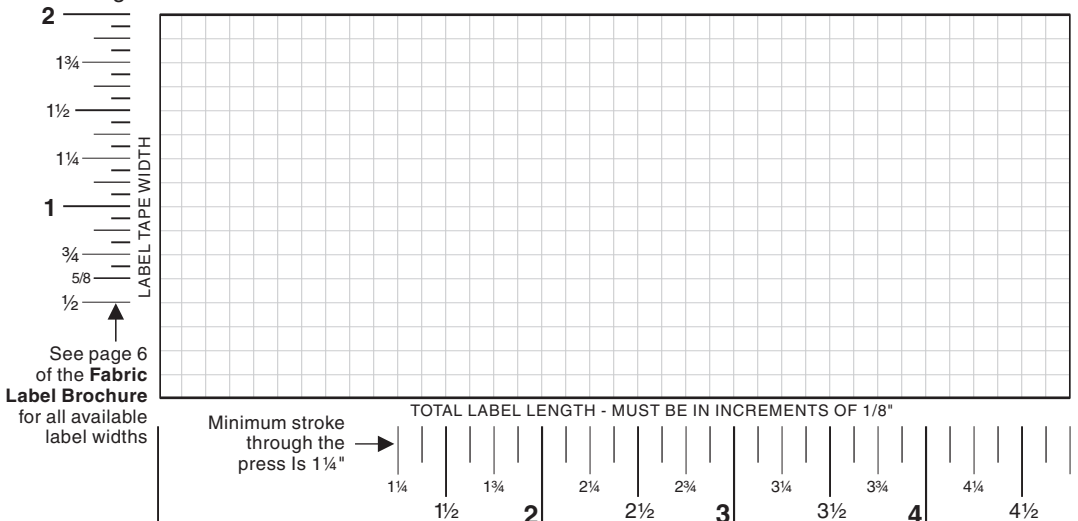
- **Usually** 1/4" to 3/8" on top, bottom, left, right and loop sewn labels.
- **Usually** 1/8" to 3/16" on two side and four side sewn labels

The sewing allowances above are **suggestions only**. You may specify any measurement you need in the space below. Put a check in the box next to the drawing that fits your needs best; then indicate the sewing margin you want on your label on the line next to the box.



Be sure to return my original artwork.

Use your art staff's judgement selecting type sizes and layout based on my hand drawn example in the grid below.



**Please, DO NOT staple, glue, tape or permanently adhere artwork to this order form!**  
 Doing so may render it useless, and could delay your order.

# COST OF LABELS

**Please Note:**

Some label materials will not withstand cotton dye! If you are purchasing labels for use in garments that are finished using cotton dyeing, stone washing, commercial laundering, or any other severe finishing process, Northwest Tag & Label accepts no liability for their use under such conditions. Therefore, testing is the user's responsibility. Or call us at (503) 234-1054 for advice on materials.

**1. CUSTOM LOGO LABELS**

Quantity Of Labels Ordered.....\$ \_\_\_\_\_

Plate / Setup Charge..... \_\_\_\_\_

Extra Plates For Sizes On Label.... x \$15<sup>00</sup> (1 color) or \_\_\_\_\_ x \$25<sup>00</sup> (2 color)..... \_\_\_\_\_

Copy Change Charge(s) (if sizes on label) \_\_\_\_\_ x \$10<sup>00</sup> or \_\_\_\_\_ x \$12<sup>50</sup>..... \_\_\_\_\_  
One Color Two Color

Proof Charge (if you are ordering less than 1,000 labels).....\$3<sup>00</sup>..... \_\_\_\_\_

**2. SUB TOTALS FROM ADDITIONAL ORDER FORMS**

Sub Total From **Custom Printed Care/Content Label Order Form**..... \_\_\_\_\_

Sub Total From **Custom Printed Size Tab Order Form**..... \_\_\_\_\_

Sub Total From **Stock Item Order Form**..... \_\_\_\_\_

Sub Total From **Custom Paper Hang Tag Order Form**..(Use Hang Tag Shipping Cost Table)..... \_\_\_\_\_

Sub Total From **Attaching Devices Order Form**..... \_\_\_\_\_

SUBTOTAL .....\$ \_\_\_\_\_

**SHIPPING, INSURANCE & HANDLING** (see table below).....\$ \_\_\_\_\_

Please remember, if your are ordering stock items and Custom Logo Labels on this form, the stock items are held and shipped with the custom labels. Therefore, you need only remit one shipping charge based on the cost of the entire order. If you want stock items shipped ahead of your custom labels, please specify and include a separate shipping & handling payment based on the cost of each individual order you want shipped separately.

**TOTAL COST** \$ \_\_\_\_\_

ORDER COST	UPS SURFACE	3 DAY SELECT	2nd DAY AIR
.01 - \$ 99.99	\$ 7.80	\$12.70	\$19.00
\$100.00 - \$149.99	\$ 9.95	\$14.95	\$25.00
\$150.00 - \$199.99	\$11.35	\$16.90	\$29.50
\$200.00 - up	\$12.80	call or email your ZIP CODE	call or email your ZIP CODE

Check Enclosed ( Please Call To Verify Total)



Bill My MC, Visa, Amex, Discover Card  
(Account is charged when order is entered. Charge slip sent with shipment.)

- **Alaska, Hawaii, Canada** and other international locations, please call or email with your **ZIP Code (Postal Code)** and **Total Order Amount** for shipping costs.
  - Import duties, if any, are customer responsibility.
- ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE

\_\_\_\_\_ card number

\_\_\_\_\_ expiration date

REV 04/08

**Terms & Conditions of Sale**

By completing this form and submitting an order to Northwest Tag & Label, Inc. (NWTL) customer agrees to the following terms and conditions of sale: Northwest Tag & Label reserves the right to decline any order for any reason. Defective labels will be replaced as quickly as possible in a businesslike manner upon demonstration to NWTL of such a condition. Reshipment of replacement labels will be made by UPS 2nd Day Air. (U.S. only) While every effort is made to remain within delivery

guidelines, NWTL assumes NO responsibility for specific ship dates. An expected ship date is a projection and may vary due to circumstances beyond our control. NWTL accepts no financial liability for delivery beyond published projections. Limits of product liability extend solely to the replacement of defective or incorrect labels and cannot exceed that cost. Customer agrees to repackage defective or incorrect labels for pickup by UPS, as directed by NWTL.

Address and Zip Code this credit card bill is delivered to.