

**CUSTOM PRINTED LABEL ORDERING INSTRUCTIONS**

Contact:	Org Name:
Phone:	Customer Number:
Item Number(s):	Fax:
Order Number (if known):	Quantity:

**Fax Completed Form:** 800-320-7706 (*Note: Minimum order is 1000 labels*)

**Email Camera-Ready Artwork:** [custom@thelibrarystore.com](mailto:custom@thelibrarystore.com)

Is this an **EXACT** reorder?  **Yes**  **No**

1. Exact reorder means that the printing copy and label style are **EXACTLY** as the previous order. If yes, add "Exact reorder" to the Comments Section of your online order.
2. Is this a repeat order but with a new label style for you?  **Yes**  **No**
3. If yes, please print this form, fill it out and mail or fax it along with your order.

**Lettering Style**

Please provide the lettering style exactly as you wish it to appear and attach it to this form along with your order. The lettering style consists of **Bold** or Standard text. Upper/lower case, and **ALL CAPS** or *italic*.

**Label Color**

White  Yellow  Red Fluorescent  Gold Foil  Silver Foil  White Matte

**Ink Color**

Black  Blue  Red  Green

**Logos**

Are you sending black and white camera-ready artwork?  **Yes**  **No**  
*(Black and white **Camera-Ready** artwork is required for new orders with a logo. Faxes and copies are not acceptable.) (An additional \$50.00 modification charge will be added to your order if artwork is not Camera-Ready and requires alterations.)*  
**Please allow 2 – 3 weeks for delivery.**