



LABEL REQUEST SHEET

Specialty Chemicals - Containers & Packaging - Plastic Additives - Industrial Filtration - Spill Control - Shipping & Facility Supplies

1. CUSTOMER INFORMATION

COMPANY NAME: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

Preferred Method of Contact: Email Phone

WHO IS YOUR SALES REPRESENTATIVE / CUSTOMER SERVICE REPRESENTATIVE? _____

3. LABEL INFORMATION

WHAT QUANTITY WILL YOU NEED? 250 (MINIMUM) 500 1,000 OTHER: _____

WHAT ARE YOUR LABEL DIMENSIONS? _____ X _____

WHAT COLORS WILL YOU NEED FOR YOUR LABEL? 4 COLOR B&W PMS

IF PMS (PANTONE MATCHING SYSTEM), PLEASE INCLUDE PMS NUMBERS: _____

WHAT FILE FORMAT IS YOUR LABEL ARTWORK? .AI .PSD .INDD .PDF

(Adobe Illustrator, Adobe Photoshop, Adobe InDesign, and Portable Document Format are acceptable file types.)

Artwork files need to be compatible with Adobe CS4 or Adobe CS5. Files created in later versions of Adobe CS will need to be back-saved.

All artwork files are required to include bleed and crop marks. Files that do not include bleed and crop marks will incur a set-up fee of \$60.

All artwork files are to be submitted digitally, via email attachments, dropbox links, etc. For alternate methods, please contact 630-629-6600.

WHEN CAN WE EXPECT YOUR ARTWORK FILE? _____

IF YOU DO NOT HAVE AN ARTWORK FILE FOR YOUR LABEL, ARE YOU INTERESTED IN CARY DESIGN SERVICES? YES NO

WHAT IS YOUR PREFERRED LABEL TYPE? PAPER LABEL STANDARD LABEL CLEAR LABEL OTHER
(non-adhesive, for paint cans) (adhesive) (adhesive)

WILL YOUR LABELS REQUIRE ANY TYPE OF TREATMENT?

(Treatments can be used to minimize scratches or damage to your labels. More commonly used when labeled products are being shipped.)

WHAT IS YOUR PREFERRED LABEL FINISH (MATTE/GLOSS)? _____

3. APPLICATION INFORMATION

WHAT TYPE OF CONTAINER ARE YOU USING? _____

CARY PART NUMBER: _____

Containers that require tapered labels will incur a set-up fee, which will be quoted on an individual basis.

WHAT IS THE CONTAINER BEING USED FOR? _____

WOULD YOU LIKE THE LABELS TO BE APPLIED TO YOUR CONTAINER BY THE CARY COMPANY? YES NO

Label application fees are quoted on an individual basis.

Typical lead times for printing are 2 weeks upon receipt of finalized artwork files and order processing. Typical lead times for label application are two weeks from receipt of finalized, printed labels. Rush jobs are considered on an individual basis and will incur a rush fee dependent upon the quantity of labels ordered.

All artwork files are required to include bleed and crop marks. Files that do not include bleed and crop marks will incur a set-up fee of \$60.



THE CARY COMPANY
PH 630-629-6600 - FX 630-629-3690
1195 W. FULLERTON AVE. - ADDISON, IL 60101
WWW.THECARYCOMPANY.COM