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HOW TO SUPPLY DATA FOR TAG ORDERS

Group all tags of the same size and specification into a single total quantity when adding to your order. Disregard what text will go on the tags because you will supply that in a spreadsheet or table (see example below). Each row in the table represents a tag. When ordering, upload your spreadsheet (or table as a doc or pdf) using the upload option in the order page, or email your files to us. When emailing, reference your order number in the subject line.

In most instances this will save you time and help us set up your order faster! Thank you!

	A	B	C	D	E	F	G	H	I	J
	Text Line 1	**Text Line 2**	**Text Line 3 ***	**Dimensions**	**Thickness**	**Color**	**Corners**	**Holes**	**Adhesive**	**Quantity**
1	Equip. ID#	TGS-01		1” x 1”	2-ply	blue/wht	square	No	Yes	1
2	Equip. ID#	HVC-16		1” x 1”	2-ply	blue/wht	square	No	Yes	1
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

*Add additional columns if more text lines are needed.

Add additional rows for more tags.