

Restroom & Durables Private Label Product Setup Form

Please complete this form in full. Providing all details at once helps us streamline the process and ensures quick, accurate turnaround.

Customer Information

Customer Name: _____

Customer Account Number or Group Code: _____

Product Information

Item Number: _____

Labeling type:

Printed Packaging

Label

Description: _____

For Printed Packaging option only

Packaging size: _____

Name of Artwork (Customer or Brand):

Packaging orientation: _____

Number of Colors: _____

For Label option only

Color(s) of Artwork: _____

Label size: _____

Label orientation: _____

Imprint Instructions

Logo to be included? Yes No

Submit logo with this form. Accepted formats: AI, EPS, PDF (vector preferred)

Imprint Text (exactly as it should appear): _____

No Imprint Text

For Internal Assignment

Item Number for Custom Printed Product (*will be assigned internally if not specified. If we assign, the format is our item number-customer number, example: 1525-XXXXXX*): _____

Item Description for Label (*will be assigned internally if not specified. If we assign, we will use our item description minus brand name*): _____

UPC / GTIN Numbers (*will be assigned internally if not specified*): _____

Approvals

Written approval is required from the customer

Lead time

10-15 working days from final artwork approval

Contact Information

Customer Name _____

Customer Email _____

Sales Rep Name _____

Sales Rep Email _____

Sales Support Name _____

Sales Support Email _____

Artwork Code Number _____