Labels by RCHP.COM Order Form

P.O. Box 1014, St. Ann, MO 63074 • Phone 314-389-2826
e-mail: labels@rchp.com • web site: www.rchp.com

CUSTOMER NAME

ATTN: DATE:

Ship Date (Office Use)

Your P.O.

Date Received

❒ New order ❒ Reorder WITH changes

❒ Exact Reorder

If reorder, give last order #_____

ORDERING INFORMATION (refer to online catalog for selections)

PAGE NO.: QTY.: **ITEM NO. / QUOTE NO.:** **SIZE:**

_____ _____ _____ _____ X _____

STOCK: **IMPRINT COLOR:**

_____ _____ Ink ❒ Foil ❒ _____ Ink ❒ Foil ❒ _____ Ink ❒ Foil ❒

CONSECUTIVE NUMBERING:

❒ ¾" **high #'s = 4 digits or** ❒ 3/8" **high #'s = 6 digits**

First # _____ **and Last #** _____

FINISHING:

❒ **Rolls** ❒ **Bend & Peel**

❒ **Pinfed/Fanfold**

SURFACE LABEL APPLIED TO: _____

LABEL ENVIRONMENT: (Refrigerator, freezer, outdoors, etc.) _____

WILL THEY BE USED IN A TYPEWRITER? ❒ YES ❒ NO

PRICING INFORMATION:

QTY **UNIT PRICE** **EXT'd. PRICE**

_____ X _____ = _____

PLUS UP-CHARGES (if applicable).

❒	Art Touch-up (Minimum)	$15.00
❒	Bend and Peel cutting charge	28.00*
❒	Borders (add Std.)	15.00
❒	Copier Proof	13.00*
❒	Custom Ink Color	**38.00***
❒	Extra Lines (per line)	**1.00**
❒	Other _____	
❒	Call me if total cost exceeds	TOTAL

PRICE DOES NOT INCLUDE SHIPPING

10 LABEL LAYOUT

❒ Artists may use their own judgement in selecting: ❒ Typestyles ❒ Point Sizes ❒ Layout (i.e. if mainline does not fit, split it to best fit imprint area)

Layout: All copy will be centered, spaced, and typed as indicated below. Refer to type alignment and copy position boxes below.
If no instructions are given **copy will be centered line for line and centered on the label Indicate typestyles by line and check appropriate column for case preference. If no typestyle or case is indicated mainline will be set in 42C, body in 43R**
Type/print CLEARLY or attach separate sheet. We will match type as close as possible within our type style list.

LABEL ARTWORK: ❒ Enclosed ❒ Disk **(complete reverse side of order blank)** ❒ Sent Electronically

If your artwork is not sharp and clean, should we: ❒ Print as is? ❒ Phone you for better artwork?
(we will advise of charge if more than $15.00)

TYPE ALIGNMENT

❒ Flush Left ❒ Flush Right

❒ Center ❒ Justify

POSITION ON LABEL

❒ Flush Left

❒ Flush Right

❒ Centered

BORDER INFORMATION

❒ No Border
❒ Customer Supplied Border
❒ LW Applied Border ($15.00)
❒ Border prints _____ " in from edge of label
❒ Print Border to Bleed _____ Side(s)

TYPESTYLES	(C) UPPER CASE	(R) Upper & Lower	(L) all lower case	(S) Script (U & L)	SPECIAL INSTRUCTIONS: Special type size? Placement? Mainline?

SHIPPING INSTRUCTIONS:

Orders within the continental U.S. will be shipped by standard ground service unless customer specified other shipping method, customer will be billed accordingly.

PLEASE INDICATE PREFERRED SHIPPING METHOD.

_____

DROP SHIP: There is a small charge for this service
Note: UPS does not deliver to a P.O. Box.

Name _____

Attn.: _____

Street Address _____

City _____ State _____ Zip _____