

CUSTOM LABELS - TERMS AND CONDITIONS



Minimum order quantity

The minimum order quantity for custom labels is approximately 5,000 labels. This quantity will vary depending on the type of label, and quantity per roll. DYMO does not ship partial rolls. Example: Minimum order for shipping labels (300/roll) is 15 rolls.

Over/Under Production Runs

DYMO® reserves the right to ship and bill for 10% overs/unders the quantity ordered.

PMS inks

PMS (Pantone Matching System) color numbers should be specified with each new order. Please be sure to refer to the coated PMS color guide. There will be a \$15.00 charge for each PMS color - no charge for black ink. If you do not have access to a Pantone guide, DYMO can match your color samples (as closely as possible). Note, some fluorescent and metallic PMS colors are not available. Pantone link: <http://www.bannermarketinggroup.com/inkcolorchart.htm>

Printing Plates

There is a \$75.00 one-time charge for each printing plate. One printing plate is needed per PMS color including black ink. Plates are then stored for reorders.

Acceptable artwork (VERY IMPORTANT-PLEASE READ CAREFULLY!)

In order to incorporate custom label print file preparation time to accommodate customer satisfaction, DYMO requires client customer supplied artwork to be prepared as follows:

ACCEPTABLE FORMS OF CUSTOMER SUPPLIED ART (Digital only - reflective/camera ready art not accepted)

Preferred Artwork for Spot (Pantone Colors):

1) ILLUSTRATOR (Vector Art - CREATED in Illustrator) (ver. 6.0 or higher) supplied artwork accepted as follows:

- Artwork in PMS Colors (or CMYK Colors if 4-Color Process)
- Embedded/Placed images (min. 1016 dpi, PMS specified channels indicated for each color printing)
- Convert fonts/text to outlines (if not, required fonts must be supplied)
- Save as eps or ai file

Artwork for 4-Color Process (CMYK)

2) PHOTOSHOP

- Minimum 1016 dpi
- Layered file

If Spot Color: MUST HAVE SEPARATE CHANNELS FOR SPOT COLORS.

No information should reside in the CMYK channels.

Save as layered psd file.

- **NOTE: 4 color process (CMYK files) has different pricing. Please call for price quotes.**
- **ARTWORK SHOULD BE SET UP EXACTLY HOW IT WILL APPEAR ON THE LABEL and a hardcopy or electronic (PDF) sample should accompany the Custom Label order.**

Art charges

Orders received with artwork meeting the criteria mentioned above would not be subject to art charges.

All orders received with artwork that does not meet these guidelines will incur art charges to be billed at an hourly rate of \$100.00/hour. Be sure to check appropriate box on order form to authorize art charge. If you have not authorized art charges DYMO will notify you before any changes are made to your artwork. If you have any questions about preparing your files, please contact DYMO prior to sending files.

Artwork approval

Before printing, a laser output of the label will be faxed and/or a digital PDF file e-mailed for approval of size, positioning, spelling, etc. If a fax copy is not legible enough for final approval, an original laser copy can be requested. **Note: delivery time of 10-15 business days is based upon receipt of your signed approval.**

Production time

Normal production time is 10-15 business days from receipt of artwork, artwork approval, and order form. Note: extremely detailed artwork, and artwork that requires changes or modifications may require additional production time. Seasonal volume will also effect production time.

Payment Terms

Credit card payment or check. The initial total will be charged to your credit card at the time of order entry and any remaining balance will be charged when the order is shipped. Purchase orders accepted for Sanford approved customers.

Shipping

DYMO ships FedEx Ground unless otherwise specified. To receive notification once your order has been shipped, please provide us with an e-mail address.

***Once a custom order has been processed, DYMO cannot offer credits and/or returns.**

CUSTOM LABEL ORDER FORM

Billing Information:

Name _____
Company _____
Address _____
City _____
State _____ Zip _____
Phone () _____ Fax () _____

Email Address

Payment Method:

American Express Visa Master Card Check Enclosed

PO# (Send hard copy PO with order. You must be set up with PO terms within DYMO accounting in order to process via PO).

Card Number _____ Signature _____
Name on Card _____ Expiration Date _____

Custom Size/Feature Label Ordering Information:

New order Reorder, w/changes Reorder, w/o changes

Quote #: _____

Label Size: _____ Cat. #: _____

Material:

- Paper label/Reg.Perm Adh.* Extra Permanent Adhesive/Tamper Proof
 Tear Resistant/Poly label Perm Adh. Freezer Grade Adhesive
 Poly With Removable Adhesive Removable Adhesive
 Clear label Repositional Adhesive
 Card Stock (non-adhesive)
 Heat Resistant

****All of our DYMO® standard labels have permanent adhesive unless specified.***

Custom Printed Label Ordering Information:

New order Reorder, w/changes Reorder, w/o changes

Label Size:

- Address - 1 1/8" x 3 1/2"
 Diskette - 2 1/8" x 2 3/4"
 Audio Cassette - 1 5/8" x 3 1/2"
 Name Badge (non-adhesive) - 2 1/4" x 3 1/2"
 Name Badge (non-adhesive) - 2 1/4" x 4 1/8" w/hole
 Shipping - 2 5/16" x 4"

Ink Colors:

- PMS Color 1 _____
 PMS Color 2 _____
 PMS Color 3 _____
 Match to customer sample as closely as possible (sample enclosed).

Number of Plates:

Please Check One:

- Please do not use our pre-printed labels for any promotional purposes.
 DYMO is hereby authorized to use photographs of our pre-printed labels in promotional materials.

Print Name _____

Signed _____

Title _____ Date _____

See terms and conditions for additional information.

DYMO®

To order your custom labels please fill out both pages of this form.

SHIPPING LABELS - Size: 2 5/16" x 4" - 300 labels per roll - Part# **30280**

	#Rolls	Price	Price Per Label	Quantity of Rolls	Total \$
Minimum Order	15	\$495.00	\$0.11		
Volume Discount #1	30	\$900.00	\$0.10		
Volume Discount #2	60	\$1620.00	\$0.09		

ADDRESS LABELS - Size: 1 1/8" x 3 1/2" - 350 labels per roll - Part# **30279**

	#Rolls	Price	Price Per Label	Quantity of Rolls	Total \$
Minimum Order	15	\$472.50	\$0.09		
Volume Discount #1	30	\$840.00	\$0.08		
Volume Discount #2	60	\$1470.00	\$0.07		

VHS TOP LABELS - Size: 1 4/5" x 3 1/10" - 400 labels per roll - Part# **30281**

DISKETTE LABELS - Size: 2 1/8" x 2 3/4" - 400 labels per roll - Part# **30282**

AUDIO CASSETTE LABELS - Size: 1 5/8" x 3 1/2" - 400 labels per roll - Part# **30297**

	#Rolls	Price	Price Per Label	Quantity of Rolls	Total \$
Minimum Order	15	\$540.00	\$0.09		
Volume Discount #1	25	\$800.00	\$0.08		
Volume Discount #2	50	\$1,400.00	\$0.07		

NAME BADGES (non-adhesive) - Size: 2 1/4" x 3 1/2" - 300 badges per roll - Part# **30296**

	#Rolls	Price	Price Per Label	Quantity of Rolls	Total \$
Minimum Order	15	\$540.00	\$0.12		
Volume Discount #1	30	\$990.00	\$0.11		
Volume Discount #2	60	\$1800.00	\$0.10		

CUSTOM SIZE/FEATURE LABELS

	Quote #	Price ea #	Qty	Total \$

*See ordering information and terms and conditions for details regarding art charges and shipping.

I do not require art charges.

I do require art charges.

I have read, understand, and accept the terms and conditions listed on page 3 of this form.

Signature _____

Subtotal	
Sales Tax (CA, CO, CT, IL, MA, MO, MN, NC, NJ, NY, OH, TN, WA, WI)	
PMS Colors @ \$15.00 each (part# 30286)	
Plate Charge @ \$75.00 each (part# 30284)	
Art Charge* @ \$100.00/hour (part# 30287)	
Shipping*	
Total	

Mail to: DYMO Corporation
 Attn: Custom Label Dept.
 44 Commerce Rd.
 Stamford, CT 06902

Phone: 1-800-426-7827 ext 9771
 Fax: 1-203-355-9071 or 203-355-7054

Internet:
www.dymo.com/customlabels

CUSTOM LABEL LAYOUT CHART

4"

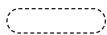
2 5/16"

**SHIPPING/MAILING &
NAME BADGE** (Adhesive)
SKU # 30280

3 1/2"

2 1/4"

NAME BADGE TAG STOCK (Non-Adhesive)
SKU # 30296



4.125"

2 5/16"

NAME TAG W/CLIP HOLE (Non-Adhesive)
SKU # 30916

3 1/2"

1 1/8"

ADDRESS LABEL
SKU # 30279

3 1/2"

1 5/8"

AUDIO CASSETTE LABEL SKU # 30297

2 3/4"

2 1/8"

3.5" DISKETTE LABEL
SKU # 30282

3 1/10"

1 4/5"

VIDEO TOP LABEL
SKU #30281

2"

**RETURN ADDRESS
LABEL**

SKU # 30278

3/4"

500 on roll

CUSTOM FEATURE LABELS

The logo for DYMO, featuring the word "DYMO" in white, bold, sans-serif capital letters on a blue rectangular background.

If you have a unique application that requires labels with special properties, DYMO can help. Any DYMO standard label or a DYMO custom size label can be ordered with the special properties. Here are a few of our custom features currently available:

- Permanent Adhesive – A general purpose adhesive featuring excellent adhesion to a wide variety of “difficult to adhere to” surfaces. This is the adhesive used for most of our standard labels.
- Removable Adhesive – An excellent general purpose removable adhesive, with relatively stable adhesion. Recommended for applications where clean removability is on prime importance. Ideal for smooth flat surfaces.
- Repositional Adhesive – Ultra-removable adhesive that does not leave residue.
- Extra Permanent Adhesive – An aggressive industrial grade adhesive. Complies to FDA 175.105. A rubber based adhesive with long term bond strength.
- Freezer Grade Adhesive – A permanent adhesive developed for optimum performance in cold temperatures. Permanent Adhesive.
- Tear Resistant Label/Polypropylene – This tear resistant product has resistance to oils, fats, blood, alcohol and other solvents. Good for cold room applications. Permanent Adhesive.
- Poly With Removable Adhesive - This tear resistant product has resistance to oils, fats, blood, alcohol and other solvents. Good for cold room applications. Removable Adhesive.
- Clear label stock – 24 hour water emulsion, resistance of oils, fats, blood alcohol and other solvents. Permanent Adhesive.
- Heat Resistant label – A heat resistant direct thermal paper label that is designed with an initial activation temperature of 90° C (194° F). Permanent Adhesive.
- Non-Adhesive Tag Stock – Developed for name badges, shelf tags, inventory control, retail price marking and consumer tickets.

DYMO recommends that you test all of the custom feature labels for your applications in the end use conditions before placing an order. For samples, please email us at customlabels@dymo.com or call 203-355-9771 and ask for a sample packet of our custom labels. Make sure to leave your address. We will send them out within 48 hours of receiving the packet request.

CUSTOM SIZE LABELS



DYMO manufactures a wide variety of specialty sized and shaped labels. They can be sized to a maximum width of 2.3125" and a maximum length of 9.75". The labels can be made in a variety of different direct thermal materials such as tag stock (non-adhesive), tear resistant/polypropylene material, plain label stock or clear. You can email us at customlabels@dymo.com to get a quote regarding your custom size labels. We will need to know the following information to give you the quote.

1) Application of your labels/usage.

2) Label properties.

- Standard paper stock
- Tear Resistant/Polypropylene
- Clear
- Tag stock – non adhesive
- Removable adhesive
- Extra Permanent adhesive
- Repositionable Adhesive
- Freezer Grade & Heat Resistant
- Poly/tear resistant material with a removable adhesive

3) Label printer you will be using for these labels.

4) System Requirements;

- PC running Windows® 2000, Me and XP, NT**
- Macintosh OS X, 10.1 or higher use DYMO version 6.0**
- OS 9 and previous use DYMO version 5.04**

This information will be necessary for custom size template design for new size label.

Feel free to contact us at customlabels@dymo.com or call us at 203-355-9771 with any questions. Thank you.