New Label Project Intake Sheet

A quick guide to help us quote accurately and recommend the right label solution.

Basic Project Info

Project name:

Quantity: Annual _____

Per Order _____

Label dimensions (W x L):

Material:

Adhesive:

Shape: ☐ Rectangle ☐ Circle ☐ Oval ☐ Custom die-cut ☐ Not sure

Artwork available? ☐ Yes ☐ No ☐ In progress

Environment & Performance Needs

- ☐ Refrigeration/ freezing temps
- ☐ Removable/ repositionable
- ☐ Extreme heat
- ☐ Shipping/handling
- ☐ Moisture/water
- ☐ Abrasion/rubbing
- ☐ Outdoor/UV exposure
- ☐ Long-term durability needed
- ☐ Oils/chemicals
- ☐ Other: _____

Label Type / Special Features

- ☐ Sheet labels
- ☐ Crack-and-peel
- ☐ Direct thermal
- ☐ Fanfold / continuous
- ☐ Thermal transfer
- ☐ Barcode / QR code
- ☐ Laser
- ☐ Specialty finish
- ☐ RFID labels/tags
- ☐ Other: _____
- ☐ Inkjet / Epson

Timeline

Quote needed by:

Product needed by:

Samples needed? ☐ Yes ☐ No ☐ Maybe

How Will the Label Be Used?

What is the label applied to?

- ☐ Bottle
- ☐ Clamshell
- ☐ Jar
- ☐ Mailer
- ☐ Box
- ☐ Equipment
- ☐ Bag / Pouch
- ☐ Other: _____

Surface type:

- ☐ Paper / cardboard
- ☐ Flexible packaging
- ☐ Plastic
- ☐ Textured / rough
- ☐ Glass
- ☐ Other: _____
- ☐ Metal

Application method:

☐ Hand applied ☐ Machine applied ☐ Not sure

Printing & Finishing

Number of colors: _____

Finish preference: ☐ Laminate ☐ UV Varnish

Style: ☐ Gloss ☐ Matte ☐ Soft touch

Roll / Application Details

If roll labels are needed:

Core size: ☐ 1" ☐ 3" ☐ Other / Not sure

Perforated between labels? ☐ Yes ☐ No

Labels per roll: _____

Outside roll diameter max: _____

Unwind (rewind) direction:

- ☐ **1** (Head leading / outside peel)
- ☐ **2** (Tail leading / outside peel)
- ☐ **3** (Right edge leading / outside peel)
- ☐ **4** (Left edge leading / outside peel)
- ☐ **5** (Head leading / inside peel)
- ☐ **6** (Tail leading / inside peel)
- ☐ **7** (Right edge leading / inside peel)
- ☐ **8** (Left edge leading / inside peel)
- ☐ Not Sure

Don't have all the answers? That's okay — send us what you have.

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