Studio Imprint and Custom Special Tooling Confirmation Sheet

Studio Name:_____ **Date:**_____

Account #:_____ **Zip Code:**_____ **Phone #:**_____

Custom Special Tooling

General Products requires written confirmation for all custom special tooling orders placed by phone. If confirmation is not received the day that the order is placed via e-mail or fax, GP will not be held responsible for tooling errors.

Directions:

1. Simply print exactly how you want your tooling to read (use upper and lower case as preferred).
2. Include blank spaces and punctuation marks. Do not abbreviate unless that is how you want your tooling to appear.
3. Choose a type style from the Custom Special Tooling page of the price list in the type style column.
4. Choose a location code from the positioning chart at the bottom of this page.

																								type-style #	location
line 1																									
line 2																									
line																									
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Studio Imprint Dies

General Products requires written confirmation for all studio imprint dies that are setup (not made from camera ready artwork). It is NOT possible to make a die from faxed artwork, folded artwork, artwork from raised type on business cards/letterhead or artwork with staples/paper clip marks interfering with the copy. Camera ready artwork must be produced at 300 dpi (or higher). If e-mailing artwork, JPEG or TIFF files (black & white with no halftones) at 300 dpi are recommended.

If you would like GP to create a die for you, please complete the chart below by printing exactly how you want your studio name to read, select your type style choice from the Studio Imprint Type Styles on the Studio Imprint Die page of the pricelist and choose a location from the position chart at the bottom of this page.

																								type-style #	location
line 1																									
line																									
line																									

position description chart	location code
Outside front cover, lower right	**A**
Outside front cover, upper center	**B**
Inside front cover, bottom center	**C**
Inside back cover, bottom center	**D**
Other	please specify

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