



## Tag & Label Order Worksheet

For Costumes, Uniforms, Props, Equipment and Tools

In order to help you with your order you can fill out this form (or copies for multiple tag/label types). When you place your order we will be asking you these questions so it will help you to think about them as you plan what you need. Download the form, print it, fill it out and fax (888-282-7743) or email it to us at: [info@costumeinventory.com](mailto:info@costumeinventory.com) . Please contact us if you have questions.

Theatre/Company/School Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Tag/Label: (Circle the one you want)

Tags for garments: Iron-on Sew-in 1.5" wide Sew-in 2" wide

Labels: Std Adhesive Small / Large Extra Durable Industrial Heat Tolerant Cable

Quantity: \_\_\_\_\_

Starting number:\* \_\_\_\_\_ If no numbers, please state "No Numbers"

Include barcode? Yes / No

Include Logo? Yes / No (Please email us a B&W \*.jpg file)

Text for Line 1: \_\_\_\_\_

Text for Line 2: \_\_\_\_\_

Note: \_\_\_\_\_

If you are including a logo, only 1 line of text will fit on a 1.5" x 1" Iron-on or Sew-in tag. If you need more text or have other requests, please enter information in the "Notes" section.

\* It is good to start with a 3 digit number like 0001 (for collections of <10,000 items) or 00001 (for larger collections).