

How to Order

If possible, please explore our new and improved website before contacting us for a quote. There is a lot of information on each product page, including minimums, turn around time, application, and expedite processes. Reading all of the details will help you decide which product best fits your needs and timeline.

Of course, if you don't have the time to read everything over before you call or e-mail - or just want to speak to person - no worries. Our knowledgeable sales reps will be happy to assist you through the process and answer any questions you might have.

1) The first step in placing your order is getting your label design. If you have a design ready (preferably in .AI, .EPS, or .PDF format), please send that to inquiry@cruzlabel.com or your sales rep's individual e-mail address. If you need design assistance, we can help with that too. If it's just letter placement or label layout of your current logos and color schemes, then there is no additional charge. However, if you need logo design or the process is taking longer than expected, there will be a charge of \$50/hour with a minimum of 1 hour.
NOTE: We need Pantone™ colors to match threads.

2) After the design is all set and a final quote is given by your sales rep, we will need billing and shipping addresses. After that, we will put together an order estimate to be signed and faxed back to 213.232.3318.

3) Once we receive the signed estimate, we will need payment to begin. We just require 50% down to begin sampling or production of your labels. We require the other 50% before we ship out the final production pieces.

4) For payment, you can call and make payment with any major credit card over the phone or you can send a check by mail. In most cases, we cannot begin the order until we receive the check. If you are paying by check for the final production pieces, we cannot release the labels until the check clears.

5) If you are a California resident, we need your CA Seller's Permit number, which we will verify to be valid, before we can process your order.

For more information on how to obtain a Seller's Permit, please visit the California Board of Equalization's Web site here: <http://www.boe.ca.gov/>

After all of the necessary information is received, we will begin the sampling or production process. Lead times vary; please refer to the product pages for lead times.

If you're ready to place an order, please download the form linked below. You can print it out, fill it out and fax/e-mail back or just keep it handy when you give us a call. The items listed is everything we need to get an accurate quote and start an order. We look forward to hearing from you!

DOWNLOAD WOVEN LABEL ORDER FORM HERE

*Other product order forms coming soon! Please submit a quote request or give us a call in the meantime.

Visit Cruz Label - The Leader For Your Label and Tag Needs.