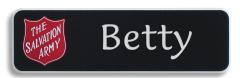Lists must be prepared by the customer to our specifications. All names, titles, and other text that will be used in your order must be submitted in digital form. **Coller Industries Inc. / Name Tag, Inc. does not accept submissions via fax or verbally over the phone.**

Enter text EXACTLY as you want it to appear on your product, including upper / lower case letters and punctuation. Lists must contain all text to be engraved. For duplicate tags, enter the text twice. **Proofread carefully!** Your list will be used to engrave your product. Coller Industries Inc. / Name Tag, Inc. is not responsible for lists that are formatted incorrectly or contain errors.

Coller Industries Inc. / Name Tag, Inc. will not edit your list. Lists not prepared to our specifications will be returned for correction, which may cause a delay in production.

Accepted Formats

We will accept lists submitted in any of the following file formats:
- Document file - *Microsoft® Word (.doc, .docx), OpenOffice™ (.odt), PDF*
- Text file *(.txt)*
- Lists submitted in the body of an email
- Spreadsheet file - *Microsoft® Excel (.xls)*

Sample List - 1 Line

Betty
Joe
Joe
Harold
Mary

Sample List - 2 Lines

Sheldon
Cooper

Leonard
Hofstadter

Rajesh
Koothrappali

Sample List - 3 Lines

Del Rio Vineyard
Vincent Saragossa
Head Vintner

Del Rio Vineyard
Wendy Dayes
Tasting Room Supervisor

DOCUMENT / TEXT FILES, & LISTS SENT IN THE BODY OF AN EMAIL

All text must be submitted as follows:

- Information for each line of text must be submitted in its own line just as it would appear on the tag/plate. If the layout will have the first and last names "stacked" instead of on the same line, then the names will need to be submitted with the first name on the line above the last name.

- For tags with one line of text, enter information without leaving blank lines between tag information. If your tags have multiple lines of text, leave one blank line between each tag's information.

- For duplicate tags, enter the text twice.

- Remove all formatting (size, bold, etc.) from your list.

- A line of descriptive text may be entered into the list to separate groups of tags/plates with different features (fastener type, number of lines, etc.).

EMAILING LISTS

You may also choose to email your lists to us. Please include your name and contact information in the email, as well as a brief description of the product(s) you are ordering.

SPREADSHEET FILES

Enter the information for your list at the top of the sheet (Row 1, Column A). All information for the product is entered on the same row. Each line of text to be added to your product is entered into an individual cell. Begin a new row for each item ordered. Do not leave empty rows between items.

Sample Spreadsheet List - 1 Line

	A	B	C
1	Betty		
2	Joe		
3	Joe		
4	Harold		
5	Mary		

Submitting Photos and Lists for Photo IDs

Photo files should be submitted separately from the name and title list (do NOT insert photos into a document file with the list). File names should be the name of the person pictured, exactly as it will appear on the Photo ID. Only put one photo per file please. Accepted formats: .jpg, .bmp, .png, .gif, .tif. These need to be high quality photos. Low quality photos will appear blurry or pixelated once printed. If possible, leave images uncropped.

Sample Spreadsheet List - 2 Lines

	A	B	C
1	Sheldon	Cooper	
2	Leonard	Hofstadter	
3	Rajesh	Koothrappali	

Sample Spreadsheet List - 3 Lines

	A	B	C
1	Del Rio Vineyard	Vincent Saragossa	Head Vintner
2	Del Rio Vineyard	Vincent Saragossa	Head Vintner
3	Del Rio Vineyard	Wendy Dayes	Tasting Room S