



## Custom Labeling Program

This service is offered to all resellers. There is no minimum quantity of PCs that must be ordered, and no minimum sales volume amount for resellers to meet in order to participate in this program.

*Allow at least 4-6 weeks for the production of the custom labels. The estimated 4-6 weeks should be calculated from the date that both the artwork and the completed application have been received, and an order is in place for the set-up fee. (Cost depends on number of colors).*

- \$1200.00 set up fee is for a two-color label only. One of the two colors includes background color on the actual label to match the color of the PC case.
- Three color label set-up fee is \$1500.00. One of the three colors includes background color on the actual label to match the color of the PC case.
- A \$300.00 rework fee will be charged if you elect to change the graphics or colors at any time during the label production process.
- Customers will be responsible for the cost of ordering additional labels once the first 500 depleted.

### **Step One:**

1. Customer needs to send graphics by e-mail to [mdavenport@systemaxmfg.com](mailto:mdavenport@systemaxmfg.com) in EPS or TIF format.
2. Customer completes application (which can be provided by your Account Manager) and faxes or sends the completed application back to their Account Manager.
3. Account Manager receives completed application and places an order under the customer's account for the set up fee.
4. Account Manager completes the bottom portion of the application including: Date application received, Account Manager's name, and set up fee order number.
5. Account Manager forwards the completed application to the Sales Manager, who will then forward it to Mindy Davenport. Account Manager should also retain a copy for their customer's file. Infotel's fax number is 1-800-862-5533. Application will be logged and forwarded to be married to the customer's artwork.
6. A copy will be forwarded to Engineering so it can be approved and integrated into the PC configuration.
7. No work will begin on label production until acceptable graphics and PMS Color numbers (if available) are received from the customer and a completed application including the order number for the set up fee is received. All graphics received without a completed application will be placed on hold until application is received.
8. Once all necessary information is received, infotel Distributing will start the process.
9. Customer will be sent a proof of the final draft to sign off on.
10. Once approved proof is received back from customer, label will go to print. At this time an item number will be assigned in order to identify the customer's custom label for inventory and manufacturing purposes.

11. Purchasing will place a P.O. for the labels using the assigned item number, and will contact Engineering for approval for integration into the PC configuration.
12. Once the labels have been received into our inventory, an add-on option will be placed in all current configurations.
13. Sales rep will be notified by e-mail once their customer's label has an actual item number set up and the labels are in stock ready for Manufacturing. At this time they may begin accepting orders from their customer with their new custom logo.